ODISHA SOCIETIES REGISTRATION ACT

MEMORANDUM OF ASSOCIATIONOFODISHA STATE BRANCH OF INDIAN SPEECH LANGUAGE AND HEARING ASSOCIATION (abbreviated as Od-ISHA)

- 1. Name of the Associationshall be: ODISHA STATE BRANCH OF INDIAN SPEECH-LANGUAGE AND HEARING ASSOCIATION (abbreviated as OdISHA)
- 2. Registered Office of the Society:

Ali Yavar Jung National Institute of Speech and Hearing Disabilities (Divyangjan), Regional Centre, Janla, Khordha-752 054. OR at any other place as the Executive Committee may deem fit to change.

- 3. The Aims and Objectives for which the Association established are:
 - a) To encourage scientific study of the processes involved, to promote investigation of Speech-Language and Hearing disorders, foster improvement of therapeutic procedures, to stimulate exchange of information among persons thus engaged and disseminate such information;
 - b) To encourage basic scientific research and experimental work in Speech-Language and Hearing.
 - c) For obtaining facilities for research and for guiding such researches.
 - d) To promote high educational and research standards in the field of Speech-Language and Hearing.
 - e) To establish sub-committees to supervise, advice, monitor and implement objects laid down by the association.
 - f) By holding scientific discussions and illustrate research papers related to the field of Speech-Language and Hearing.
 - g) By establishing and maintaining a reference library furnishing it with books, reviews, magazines, etc., relating to Speech-Language and Hearing.
 - h) By being informed and advising on legislation affecting Speech-Language and Hearing professionals and the persons involve with Speech-Language and Hearing disorders.
 - To compile a Journal devoted to the field of Speech-Language and Hearingand circulate among members only.
 - By bringing together members of the association periodically at conventions and continuing education programs, seminars, webinars and workshops and, in general by working for alleviating

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the problems of the person with Speech-Language and Hearing disability both at State and National levels.

k) The Association shall be entitled to possess/constitute the following which shall be necessary to achieve its objectives:

i) Hold movable or immovable properties; To purchase, sell, lease, mortgage construct, alter, maintain its own building

ii) To receive donations, contributions from members, generous public and to the Association and utilize to fulfill the aims and objects of the Association.

iii) To establish Chapters at District/Regional levels pertaining to Speech-Language and Hearing professionals in the State.

1) To develop rapport with national association ISHA, Speech-Language and Hearing Associations and also other related Associations at State/Country/Indian Union or outside to promote objects of the Association.

m) To organize exhibitions of instruments, tools, appliances, aids, etc., pertaining to Speech-Language and Hearing field in different parts of the State and guide to improve the implements, machinery, instruments and appliances related to field.

n) To sponsor Conference at National Level in association with ISHA and Chapters of the Association.

o) To constitute statutory internal subsidiary rules and regulations of the association and amend as and when necessary for purposes of better management.

p) By doing all such other things as may be incidental and conducive for attainment of the aims and objectives of the association.

q) The income and properties of the Association whatsoever derived or obtained shall be applied solely towards the promotion of the object of the Association and no portion thereof shall be paid in the form of interest, dividend or any other forms of returns amongst any of its members.

r) The objects and Funds of the Association shall be utilized by all without discriminate by reason of caste, gender, religion, language, region.

4. The names, address and descriptions of the members of the Governing Body:

Sl. No.	Name & Address	Position held	Signature	
1.	Mr. NARAYAN CHANDRA BISWAL Audiologist & Speech Language Pathologist (ASLP), Gurudwara Road, Mahanadi Vihar, Cuttack	President	Navga ch.	Fr

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2.	Mr. LANU WANBOY AIMOL Assistant Director AYJNISHD, RC, JANLA, KHORDA, ODISHA	President- Elect	war
3.	Dr. SUSHMIT MISHRA Principal/ Professor (Audiology) IIRS & R, Khandagiri, Bhubaneswar	Secretary	Sushmit Mishra
4.	Mr. SIBA PRASAD SAHOO Audiologist & Speech Language Pathologist (ASLP) AYJNIHH, RC, JANLA, KHORDA, ODISHA	Treasurer	Spenge
5.	Ms. MADHUMITA JAMES Audiologist & Speech Language Pathologist (ASLP) NALCO Hospital, Angul	Joint Secretary	Mona
6.	Mr. SWARUP BIKASH MISHRA Audiologist & Speech Language Pathologist (ASLP) Shresta Speech & Hearing Clinic, Bhubaneswar, ODISHA	Editor	2 mil
7.	Mr. RAJENDRA PRASAD SAHOO Audiologist & Speech Language Pathologist (ASLP) DEIC, DHH Jagatsingpur, ODISHA	Executive Member	Rajensho Mand Salu-
8.	Mr. RASHMIKANTA SATPATHY Audiologist & Speech Language Pathologist (ASLP) DEIC, DHH Jajpur, ODISHA	Executive Member	Rashvrodearda Setaparty
9.	Mr. RAJIB LOCHAN BHOI Audiologist & Speech Language Pathologist (ASLP) DEIC, DHH Angul, ODISHA	Executive Member	Racis Cochan who
10	PRADEEP KUMAR JENA Audiologist & Speech Language Pathologist (ASLP), SARC Rehabilitation Centre, Keonjhar, Odisha	Executive Member	Pradei kumen Jene
11	Ms. Prajna Paramita Chahataray Assistant Professor (Speech Language Pathology) IIRS & R, Khandagiri, Bhubaneswar	Executive Member	Play

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ODISHA SOCIETIES REGISTRATION ACT, 1961 RULES AND REGULATIONS OF THE ODISHA STATE BRANCH OF INDIAN SPEECH-LANGUAGE AND HEARING ASSOCIATION (Od-ISHA)

1. Name of the Association:

ODISHA STATE BRANCH OF INDIAN SPEECH-LANGUAGEAND HEARINGASSOCIATION(Od-ISHA)

2. JURISDICTION OF THE ASSOCIATION: The jurisdiction of the Association shall be entire State of Odisha.

3. MEMBERSHIP

1. Admission

- a) The Membership shall be open to all persons engaged in the field of Speech-Language and Hearing Professionals serving in the Odisha State and also to other professionals associated with profession directly or indirectly.
- b) The members must abide by the code of ethics of the association. The Executive Committee shall have the right to decide the eligibility and the class to which the applicant belongs. The Executive Committee has the right to reject the membership application and make refund of fee. In this regard, the decision of the Executive Committee shall be final.

c) Membership Application, Pre-requisites, Mode of Payment:

- (i) The prescribed application form shall be obtained from the Secretary, Od-ISHA or in future downloaded from website and same shall be duly filled along with requisite details.
- (ii) The Membership application should be duly nominated by eligible two Life members whose names appear on the register of the association on existing members and such applications shall be sent to the Secretary.
- (iii) Demand Draft drawn in favour of "Od-ISHA" / Online payment/etransfer directly to account of the Association as per the fee prescribed for preferred membership category.

2. CATEGORY OF MEMBERS:

(a) Honorary Members:

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They shall be those from Speech-Language and Hearing or allied specialties, who have made significant contribution to the advancement of the discipline of Speech-Language and Hearing both in the State and Country.

(b) Life Members:

They shall be those who hold a degree in Speech-Language and Hearing from a recognized University from India or abroad and having paid the Life Membership fee.

(c) Ordinary Members:

Those who hold a degree in Speech- Language and Hearing from a recognized school or college of Speech-Language and Hearing from India or abroad and having paid their annual membership fee.

(d) Associate Members:

They shall be those who are not primarily from the field of Speech-Language and Hearing but from a related discipline (Medical or Non-medical) closely associated with the field and holding a minimum of graduate degree in their respective discipline and having paid annual subscription fee.

(e) Student Members:

- (i) They shall be those who are undergoing under graduate training in Speech-Language Pathology and Audiology and, having paid their annual subscription fee.
- (ii) The student members should produce a bonafide certificate from the institution of their study in the format prescribedby the Association.

3. Membership Subscription:

(i) Life Membership: Fee shall be Rs 2,000/- (One time only). The Annual Subscription fee of Rs500/- per year shall be paid by each Life Member and Annual subscription fee for other category of Members shall be paid within September of every year. In case of failure to pay, it shall be informed to remit within December of respective year. Upon non-payment within extended period of 9 months, such member ceases to enjoy the privileges of Membership, till the arrears of subscription is cleared. The Annual Subscription is subject to revision as per the recommendation of Executive Committee and resolution passed at Annual General Meeting.

(ii) Ordinary Membership: The annual subscription for the ordinary members shall beRs.1,000/-.

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- (iii) Associate Membership: The annual subscription for the Associate members shall be Rs.750/-.
- (iv) Student Membership: The annual subscription for the Student members shall be Rs.500/-

The Membership specified as above from (ii) to (iv) subject to continue after Renewal procedures are approved at Executive Committee Meeting.

4. Cessation of Membership:

Any member shall cease to be a member: a) on the acceptance of his resignation from membership, b) on becoming insane or insolvent, c) on conviction of any offence in connection with the formation, promotion, management or conduct of affairs of Association or a body corporate or of any offence involving moral turpitude, or d) be in trial for a criminal case.

5. Register of Members:

There shall be a register maintained at the Registered Head Office of the association, by the Secretary, in which names of all the members of the association shall be entered with their names, addresses updated from time to time, with qualification, profession, the date of admission, and date of cessation of membership occurring.

6. Rights and Obligations of Members:

- (i) All the Members are entitled to participate in all activities of the association and shall receive the Newsletter free of all charges.
- (ii) Life Members and Ordinary Members only shall be entitled to right to vote (one vote per member), and shall also be entitled to propose the application form of a prospective new member of the Association and to sign the Nomination papers of contestants to Executive Committee posts and also to contest and hold the position of posts in Executive Committee.
- (iii) Honorary Members, Associate Members and Student Members of the association shall not be entitled to vote at the meetings of the association or to contest / nominate for the posts of Executive Committee.
- (v) Student Members shall be allowed to present papers under guidance of a Life Member only.

7. Expulsion and removal

Frequent actions of any member, if found by the Executive Committee is detrimental to the interest and is in violation of the rules and regulations of

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the Society, he may be after due enquiry, censured, suspended or expelled from the membership of Association as per the recommendations of the Committee on Education Standards and Ethics. But such member shall appeal to Annual General Meeting to continue as a Member and resolution passed thereof to continue such Member's Membership or not shall be final.

8. EXECUTIVE COMMITTEE:

- (i) The management of the association shall vest in Executive Committee that consist of eleven members who are continuing as Life Member to the National Body – ISHA and also Life Member of Od-ISHA.
- (ii) The posts of Executive Committee representation shall be as follows:
- a) President
- b) President Elect
- c) Immediate Past President(Ex-Officio Member)
- d) Secretary
- e) Joint Secretary
- f) Treasurer
- g) Editor, Journal of Speech and Hearing
- h) Five Committee members

8.1: MODE OF SELECTION TO EC:

i)The selection to posts of Executive Committee could be either by show of hands or by ballot at Annual General Body Meeting. If no nominations received for posts of Executive Committee when called by issuing2 months' notice of Annual General Body Meeting through Newsletter of the Association, wherein the stipulated time limit of 30 days to submit nomination expires, prior to the date of Annual General Meeting, the resolution at Executive Committee Meeting to consider unanimous selection shall be passed and approved by majority decision at Annual General Body Meeting. In case of Elections, the procedure rules shall be framed earlier thereof and as notified in Annual General Body Meeting's Agenda shall come into effect and Election shall be conducted.

ii) The President-Elect shall hold the office for the running year, act as President for the succeeding year and as ex-officio member as Immediate Past President for the next year. Ensuing Executive Members shall be selected/elected except to the post of President. The posts of Secretary, Joint Secretary of the Association shall be reserved for Life Members who are from Registered Head Office of the Association.

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8.2: ELIGIBILITY TO CONTEST:

The Members wish to contest for the post of Office Bearer or Executive Committee has to fulfill the following norm:

- a) Should be a life member of Od-ISHA
- b) Should have worked within Odisha for minimum of two years;
- c) Should be residing in Odisha for the entire term of their tenure and should resign in case, if they change residence to outside Odisha;
- d) Should be active in the field of Speech and Hearing and should not have changed their profession at the time of contesting

9. TENURE OF EXECUTIVE COMMITTEE:

- (i) The members at Annual General Body Meeting shall elect an Honorary General Secretary, Joint Secretary, Honorary Treasurer, and the Editor of the Journal of the association who shall hold office for a period of three years or till the next Annual General Body Meeting whichever is longer.
- (ii) Five members: The general body shall also elect five members to the Executive Committee at the Annual General Body Meeting who shall hold office for a period of two years.
- (iii) In the event of vacancy occurring amongst office bearers of the General Body during the course of any year, the existing members of the Executive Committee shall nominate the office bearer or office bearers in the vacancy or vacancies and the persons so nominated shall hold additional charge till the next annual general body meeting.
- (iv) All office bearers are entitled to hold office for one term and shall retire after expiry of the term; but shall be eligible for re-election, only for another consecutive term. And, no one shall hold more than one post at the same time except in the exigency. Members who wish to contest for the second term should have relinquished the office of the GB.

9.1: Resignation/Removal:

The resignation and removal of the Executive Committee members shall be dealt with as has been prescribed as in the case of other members noted herein before.

10. EXECUTIVE COMMITTEE MEETINGS:

a) The members of the Executive Committee shall meet at least thrice a year in personbefore the Annual General Body Meeting. Such meetings shall be called with one month's notice containing agenda to be discussed and resolved.

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- b) If personal meeting is not viable, the Secretary in consultation with the President of Od-ISHA can decide to conduct the Meeting through Video Conferencing and shall use the electronic media or other modes of speedy communication to obtain the opinion and approval on specific issues of importance.
- c) Any seven members of the Executive Committee shall form a quorum. The participation of both President and Secretary shall be compulsory.
- d) The President when present shall preside at all the meetings of the Executive Council and in his absence, the President-Elect or Immediate Past-President shall preside. If all the three happen to be absent, the members present at the meeting shall elect its own Chairman and for the purposes of the meeting, he shall have all the powers of the President.
- e) The President shall have a casting vote in case of tie over the resolution at Executive Committee Meeting and also at Annual General Body Meeting which is not transferable.
- f) The President has the power to call for an Executive Committee meeting in case of emergency, in consultation with the Secretary by issuing 24 hours' notice.

10.1:ADJOURNMENT OF MEETING:

In any Executive Meetings, the required quorum is not constituted and present, such meeting/s shall be adjourned for another 30 minutes than the scheduled time. Even after such adjournment, the quorum is not present, the members present shall form the quorum and at such adjourned meetings, no new subject shall be resolved except the Agenda of the Meeting.

11. OBLIGATIONSOF THE OFFICE BEARERS

The Executive Committee shall have general power of supervision and conduct over all the affairs of the Association and in particular shall discharge the following duties:

(i) To appoint sub-committee with such power and duties as may be considered necessary or expedient.

(ii) To accept donation, gift, subscription, movable or immovable property for the objects of the Association.

(iii) To possess, sell, lease, mortgage or otherwise dispose of and deal with all or any part of the property of the Association.

(iv) To keep proper accounts of the Association and to open bank account in the name of the Association in one or more nationalized/scheduled banks.

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- (v) To co-opt not more than two members to the Governing Body.
- (vi) To appoint personnel for looking after the activities of the Association and fix their remuneration;
- (vii) To conduct any other business not specified herein for the attainment of the object of the Association provided such business is not repugnant to objects of the Association;
- (viii)To constitute internal subsidiary rules for the smooth functioning of the Association and implement after approval at Annual General Body Meeting.

12. ANNUAL GENERAL BODY MEETINGS:

- i) The Secretary shall issue notice at least two months prior to the date on which the Annual General Meeting is to be held. Shall specify the Agenda containing the place, date, time on which the Annual General Body Meeting is held and Agenda as described hereunder, which contains the subjects to be placed before the General Body to discuss and resolve the same.
- ii) Agenda: The business to be transacted at the Annual General Body Meeting shall be:
 - (a) to confirm and adopt the minutes of the previous General Body Meeting and special general meeting, if any;
 - (b) to adopt with or without modification the report of the working of the Association for the previous year;
 - (c) to approve and adopt(audited accounts of the Association for the previous year ended);
 - (d) to appoint qualified Auditor and to fix their remuneration;
 - (e) to transact such business as may be fixed by the Executive Committee:
 - (f) to transact such other business as may be brought forward by giving 14 days previous notice from any member;
 - (g) to select unanimously or to conduct election to Executive Committee.
- iii) Quorum of the meeting: 1/3rd members personally present at the commencement of the meeting shall constitute the quorum or a minimum of 20 members shall be considered as Quorum.

13. SPECIAL GENERAL MEETING:

i) A Special General Meeting may be convened by the Executive Committee at any time in view to alter, amend or any matter pertaining to the Memorandum of Association, Rules of the Association requires urgent consideration in the interest of the Association. 21 days' notice prior to the date of such meeting/s, shall be issued by the Association.

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- ii) Members may request the Executive Committee for Special General meeting by placing a requisition signed by 2/3rd of total members. In that case the Executive Committee shall convene a Special General Meeting within a month from the receipt of such notice. At such meetings, no business other than those specified in the notice shall be transacted. If the 2/3rd Members who call for such meeting are not present at such meetings, the proceedings shall be null and void.
- iii) The Special General Body Meeting shall be conducted as per the provisions contained in the relevant Section of Odisha Societies Registration Act, 1961, as amended from time to time.

14. SAFE CUSTODY OF PROPERTIES

- a) The Executive Committee shall be responsible for the safe custody of the funds, properties and assets of the society.
- b) The funds of the Association shall be kept in bank/s or post office/s.
- c)INVESTMENT OF FUNDS: The funds collected and accumulated in the Association shall be utilized and invested in the form specified under the provisions of Section 11(5) read with Section 13(1)(d) of Income Tax Act, 1961, as amended from time to time.

15. BOOKS OF ACCOUNTS AND INSPECTION:

The books of account and other statutory books shall be kept at the Registered Head Office and shall be open to inspection of the members at such time and place as the Executive Committee directs on a written request made by any member.

16. ACCOUNTING YEAR:

The accounting year of the Associationshall be from 1st day of April of each year to 31st day of March of following year.

17. RESPONSIBILITIES OF THE OFFICE BEARERS:

The following shall be the responsibility/ies of the Office Bearers of the Association and besides these to discharge other obligations that are necessary in the interest of the Association.

17.1: President:

(a) Preside over all meetings of the Society;

(b) Shall propose to consider:

(i) New applications for membership,

(ii) Disciplinary actions such as removals, dismissals etc., in consultation with the Governing Body and upon the

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recommendations of Sub-Committee on Education Standards and Ethics, initiate action as per the parameters of internal subsidiary rules formed.

(c)Advise the Secretary in any matter requiring urgent attention;

(d) Call emergency meeting.

17.2) President- Elect:

In the absence of the President, the President - Elect shall perform all the duties of the President.

17.3) Secretary:

(a) convene all meetings of the Society;

(b) maintain minute books of all meetings and other documents of the Association in safe custody;

(c) issue general circulars and notices;

- (d) receive all applications for membership which shall be placed before the Governing Body;
- (e) sign on behalf of the Association all receipts for all sums received as subscriptions etc.;

(f) sign and give pay order on all bills for payments;

- (g) to correspond as authorized signatory/representative in all the transactions on behalf of the Association as per the directives of the Executive Committee:
- (h) ensure compliance with statutory requirements;

17.4) Joint Secretary:

In the absence of the Secretary, Joint Secretary shall perform all the duties of the Secretary as per the resolution of the Executive Committee passed to that effect.

17.5) Treasurer:

- (a) collect and receive all sorts of subscriptions, donations and deposit of money and grant receipts thereof;
- (b) shall possess pass book, cheque book, receipts, vouchers in safe custody;
- (c) maintain and keep the accounts of the association up to date and intact and shall keep cash book and such other accounts as are necessary;
- (d) operate bank account jointly either with the Secretary or the President;
- (e) prepare the budget in consultation with the Secretary for consideration of the Governing Body to be approved at Annual General Body Meeting;
- (f) shall present the accounts of the Association to the Chartered Accountant and complete auditing of Association;

18. SUIT & LEGAL PROCEEDINGS:

All suits and legal proceedings by or against the Association shall be in the name of the Secretary or such person as shall be appointed by Committee.

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19. AMENDMENTS TO MEMORANDUM OF ASSOCIATION AND RULES OF THE ASSOCIATION:

The objects and Rules of Association if require changes shall be made in accordance with observance of the provisions contained in Odisha Societies Registration Act, 1961. Such amendments shall be approved at Special General Meeting and shall not be repugnant to provisions under Section 2(15)(d)(e), read with Section 13(1)(d) with regard to the Investments of Association. Such amendments shall not be repugnant to 12A and 80-G of Income Tax Rules, 1961 as amended from time to time. Prior approval from relevant Income Tax Officer shall be obtained. The same shall be presented to Registrar of Societies for consent by observing statutory requirements.

20. AMALGAMATION AND DISSOLUTION OF SOCIETY:

Subject to the provisions of Sections 12 & 13 of the ODISHA Societies Registration Act, 1961 or any Statutory modifications thereof, the Association may be amalgamated/dissolved by a resolution to that effect by observing the statutory requirements of the applicable above sections and the Associations which are approved under the provisions that are in force as in Section 12A and 80G of Income Tax Act.

21.CONTINGENCY:

Any contingency not covered by these Rules may be decided upon by the Executive Committee in such manner as it may deem fit. For the matters, which have not been specified, provided to therein above, the provisions of the Section/s of Odisha Societies Registration Act, 1961 as amended from time to time shall apply.

We, the undersigned members of the Executive Committee of the Society, do hereby certify that the above is a true copy of the Regulations of Society.

Signature of three members of the Governing Body: (IT IS BETTER TO BE SIGNED BY ALL OF THEM)

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