

**The Indian Speech and  
Hearing Association  
(ISHA)**

**Memorandum of Association**

**1967**

**(Amended Edition- January 2006)**

**MEMORANDUM OF ASSOCIATION AND RULES  
AND REGULATIONS  
THE INDIAN SPEECH & HEARING ASSOCIATION  
1967  
CERTIFICATE OF REGISTRATION**

S. 25/67-68

**Mysore**

I hereby certify that the **“INDIAN SPEECH AND HEARING ASSOCIATION”**, The All India Institute of Speech and Hearing, Mysore – 5, is this day registered under the Mysore Societies Registration Act, 1960 (Mysore Act No. 17 of 1960).

Fee paid, Rupees fifty only.

Given under my hand at Bangalore, the 15<sup>th</sup> day of December one thousand nine hundred and sixty seven.

Sd/-

**S. RAJU DORAI**

For Registrar of Societies

The Seal of the Registrar of Societies  
In Mysore, Bangalore.

**MEMORANDUM OF ASSOCIATION  
OF THE INDIAN SPEECH AND HEARING ASSOCIATION**

**Amended Edition – January, 2006**

**1. Name :**

The name of this association shall be THE INDIAN SPEECH AND HEARING ASSOCIATION (ISHA).

**2. Registered Office :**

The Registered Head Office of the association shall be at Mysore or any other city with a post-graduate Medical College or Research and Training Center in Speech and Hearing. Such a change, however, should not take place earlier than once in seven years and only with the consent of 2/3 bonafide members as per the register on that day, obtained either in person or by proxy circulated for the specific purpose.

**3. The Aims and Objectives of the Association :**

To encourage scientific study of the processes involved in Speech-Language and Hearing, to promote investigation of Speech – Language and Hearing disorders, to stimulate exchange of information among persons thus engaged and disseminate such information;

- (a) By encouraging basic scientific research and experimental work in Speech – Language and Hearing.
- (b) For obtaining facilities for research and for guiding such research.
- (c) To promote high educational and research standards in the field of Speech – Language and Hearing.
- (d) By establishing committee on educational standards to supervise, advice, monitor and, develop and implement educational standards laid down by the association for training by various institutions in the country.
- (e) By holding scientific discussions and reading papers related to the field of speech – Language and Hearing.

- (f) By establishing and maintaining a museum, a reference library furnishing it with books, reviews, magazines, etc., relating to Speech – Language and Hearing.
- (g) By watching and advising on legislation affecting Speech-Language and Hearing specialists and the persons affected with Speech – Language and Hearing disorders.
- (h) By publishing a journal devoted to the field of Speech-Language and Hearing.
- (i) By bringing together members of the association periodically at conventions and continuing education programs, seminars and workshops and, in general by working for alleviating the problems of Speech-Language and Hearing afflicted population in the Indian Union.
- (j) By holding properties moveable or immovable that may be necessary or advantageous for the aforesaid objectives; to purchase and to sell, to lease and to mortgage the same for the purpose of the association and to construct, alter and maintain its own building necessary for the transactions of the association.
- (k) By receiving donations and contributions from members as well as from generous public and by holding the same in trust for any particular purpose or purposes for the advancement of the field of Speech- Language and Hearing.
- (l) By co-operating with the medical and allied associations connected with Speech – Language and Hearing in Indian Union or outside for the promotion of the field.
- (m) By organizing exhibitions of machinery, implements, tools, appliances, aids, etc., connected with or pertaining to Speech – Language and Hearing field in different parts of the country and to improve the implements, machinery, instruments and appliances related to the field.
- (n) By making subsidiary rules and regulations of the association and to delete after and amend or add to the same as and when necessary for purposes of better management.

- (o) By doing all such other things as may be incidental and conducive to the attainments of the aims and objectives of the association.
- (p) By establishing state- wise branches and city-wise chapters wherever feasible.

**4. Management of the Association :**

The affairs of the association shall be managed by an Executive Council (EC) consisting of twelve members elected at the Annual General Body (AGB) meetings and in accordance with the rules and regulations of the association annexed herewith.

**5. Income and Property :**

- i) The income and property of the association wheresoever shall be applied solely towards the promotion of the objectives of the association set forth in this memorandum of the association and approved by the Executive Council and no portion there of shall be paid or transferred directly or indirectly by way of profit to any of the members of the association, provided that nothing herein contained shall prevent the payment in good faith of remuneration to any officer of the association who may also be a member there of in return for any work done or services actually rendered to the association nor prevent the payment of interest at the rate not exceeding six per cent per annum on money borrowed from any member of the association.
- ii) No person in whom for the time being any funds or money or any other property, movable or immovable of the association may be vested shall be answerable for any loss arising in the administration or application of the said trust funds or sums of money or for any damage or deterioration in the said property unless such loss, damage or deterioration shall happen by willful default or neglect as deterioration shall happen by willful default or neglect as determined by the Executive Council or its authorized sub – committee.

**6. Powers of the Executive council :**

- i) The Executive Council shall have full power of control and management of the affairs of the property of the association to engage such officials, or other persons as may be found necessary for proper conduct and management of

the affairs of the association in carrying out its objectives. All such actions must be brought to the notice of the General Body of the association at its immediate next meeting.

- ii) The Executive Council shall have power to invest and deal with the money of the association and to borrow such sums of money as it may resolve as tending to benefit the association. All such transactions must be brought to the notice of the general body of the association at its immediate next meeting.
- iii) Such money and properties of the association that are not utilized for the objectives of the association may be invested in such manner and in such bonus and in such way as the executive council may in its sole discretion think proper and the executive council may at their discretion change the investments (in concurrence with the rules laid down by the Government of the State) in order to better fulfill the objectives of the association and also spend for such objectives the entire money and properties of the association without necessary constitution or creating a permanent endowment.
- iv) The executive council shall have powers to purchase, construct or acquire on lease or in exchange or on hire or by gift or otherwise any real or personal property and any rights or privileges necessary or convenient for the purpose of the association and to improve, develop, manage, sell, lease, mortgage, dispose of turn to account or other wise deal with all or any part of the property of the association provided in the case of transactions exceeding Rs. 1000/- (one thousand only) consent of the General Body shall be necessary.

#### **7. Dissolution of the Association :**

If upon dissolution of the association, there shall remain after the satisfaction of all its debts and liabilities and property what so ever, the same shall not be paid to or distributed among the members of the association, or any of them, but shall be given or transferred to the association or associations, institution or institutions having objectives similar to any of the objectives of this association to be determined by the votes of not less than three fifths of the members present personally or by proxy in meeting at or before the time of the dissolution or in default there of by referring to

the Principal Court of Original Civil Jurisdiction of Mysore in which the chief building of the society is situated at that time.

# **RULES AND REGULATIONS OF THE ASSOCIATION**

**(Amended Edition – January, 2006)**

## **Article I : Name of the Association**

The name of this association shall be **The Indian Speech and Hearing Association (ISHA)**

## **Article II : Interpretation**

In the Interpretation of these Rules & Regulations unless repugnant to the context :

- i. The singular shall include the plural and the masculine, the feminine and vice versa and writing shall include printing, lithograph, and typing or/and other substitute for writing.
- ii. 'State' shall mean and include 'province'.

## **Article III : Membership**

- a) **Honorary Members** : 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 in the 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 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 towards annual subscription fee.
- e) **Student Members** : They shall be those who are undergoing under graduate training in Speech – Language Pathology and Audiology and, having paid their annual subscription fee.

#### **Article IV: Procedures for Becoming a Member**

- a) Life / Ordinary / Associate membership : The prescribed application form can be had from the Secretary, ISHA and shall return the same duly filled along with a DD drawn in favor of “Indian Speech and Hearing Association” or cash for the prescribed membership category. The applicant should be duly nominated by two life or ordinary members whose names appear on the register of the association on existing members and such applications shall be sent to the Honorary Secretary.
- b) The student members should produce a bonafide certificate from the institution of their study in the format prescribed by the association and shall pay the prescribed membership fee either in cash or by DD.
- c) The requirement for election as a member may be waived in special cases by recommendation of the committee and two-thirds vote of The Executive Council.
- d) The members must abide by the code of ethics of the association. The Executive Council (EC) shall have the right to decide the eligibility and the class to which the applicant belongs. The EC has the right to deny the membership. The decision of the EC shall be final.

#### **Article V : Financial Year**

- a) Membership and financial year of the Association shall be from 1<sup>st</sup> April to 31<sup>st</sup> March.
- b) The working hours of the Association at the Head office shall be between 10 am to 2 pm.

#### **Article VI : Office of the Association :**

- a) REGISTERED HEAD OFFICE (HO): The Registered Head Office of the association shall be at Mysore or any other city with post-graduate course or Research and Training Center in Speech and Hearing. Such a change, however, should not take place earlier than once in seven years and only with the consent of 2/3<sup>rd</sup> bonafied members as per the register on that day, obtained either in person or by proxy circulated for the specific purpose.

Or

- b) The General Body (GB) by majority vote can shift the HO from Mysore City to any other province deemed fit.
- c) The secretariat of the association shall be at the place of Hon. General Secretary duly elected by the GB or as directed by the EC in the event of emergency.
- d) The office of the treasurer shall be at the place of the treasurer duly elected by the GB or as directed by the EC in the event of emergency.

#### **Article VII : Membership Register**

There shall be a register maintained at the registered HO of the association, by the joint Secretary, in which names of all the members of the association shall be entered with their names, qualification and addresses corrected from time to time.

#### **Article VIII : Cessation of Membership**

- a) Membership of the association shall cease by voluntary resignation as from a specified date, by giving one months notice in writing to the Honorary Secretary. The resignation shall not be effective until the dues to the association are cleared and accepted by the EC which shall be intimated to the member by the Hon. Gen. Secretary.
- b) Membership of the association shall cease if a member fails to pay the subscription for six months after the due date and in spite of one registered notice with acknowledgement due, demanding payment, either by the Honorary Treasurer or by Honorary Secretary. However, if the member clears all outstanding dues, the member can be reinstated with the approval of the EC.
- c) After a member is in arrears for one year without any valid reason, the EC has a right to suspend the membership. Against the notice of suspension of the membership the member concerned has a right to appeal to the EC within three months of the receipt of the notice. However, this suspension automatically terminates the membership if the member either fails to appeal within the prescribed period or the General Body confirms the termination. The GB by  $\frac{3}{4}$  majority of the members present at the meeting may reinstate member on clearing all outstanding dues with a penalty of 50% of the dues.
- d) Membership of the association shall cease by death or,
- e) By resolution of the GB by three-fourths majority of the members present or,

- f) *Ipsa facto* :
- i) Upon sentence after conviction in Court of Justice of any claim involving moral turpitude
  - ii) Upon being deregistered by their primary associations / councils on grounds of unethical conduct for the duration of deregistration, or
  - iii) Upon forfeiture through misconduct of the qualification by virtue of which the member was eligible for membership, or
  - iv) Any member who violates the laws or code of ethics of the association may be dropped from membership by a three-fourths vote of the EC. Persons who have thus been dropped may upon a recommendation of a committee on ethical practice specially appointed by the GB for the purpose may be reinstated after one year by a  $\frac{3}{4}$  vote of the E.C.

#### **Article IX : Forfeiting Membership**

Members forfeit the right to question the reasonableness or otherwise of a resolution passed under Article VIII (sub clause c).

#### **Article X : Membership Subscription**

Subscription shall be paid in advance. All categories of memberships, a processing fee of Rs. 50/- (for members in India) and \$ 10 for overseas members shall be charged.

- i) Life Membership :** Life membership fee shall be Rs 3000 and, \$ 200 for members abroad.
- ii) Ordinary Membership :** The annual subscription for the ordinary members shall be Rs. 500 and, \$ 50 for the members abroad.
- iii) Associate Membership :** The annual subscription for the Associate members shall be Rs. 750 and, \$ 50 for the members abroad.
- iv) Student Membership :** The annual subscription for the Student members shall be Rs. 200 and, \$ 50 for the students abroad.

#### **Article XI : Founder Members**

Persons whose names appear in the memorandum of the association at the time of registering the association in 1967 shall be considered as the founder members of the association. The names of those members presented at the time of registering the association under the Registrar of Societies Act are given in the annexure.

## **Article XII : Privileges of Membership**

- a) All Honorary members of the Association shall be entitled to participate in all activities of the association and shall receive the journal free of all charges. They shall not be entitled to vote at the meetings of the association or to hold the position of office bearers.
- b) All life members and ordinary members shall be entitled as of right to participate in all activities of the association including right to vote (one vote per member), and shall also be entitled to receive the journal free of all charges during the continuance of membership.
- c) All associate members and student members of the association shall be entitled to participate in all activities of the association and shall also be entitled to receive the journal free of all charges during the period of their membership. But they shall not be entitled to vote at the meetings of the association or to hold the position of office bearers.
- d) Students shall be allowed to present papers provided they are either a student or ordinary or a life member of the association.

## **Article XIII: Budgeting**

The budget for the following shall be planned by the EC and presented to the GB for approval. The Honorary General Secretary in consultation with the President of ISHA shall execute the plans.

## **Article XIV : Annual General Body Meeting**

The president of the association shall preside over all the official meeting and functions of the association.

- a) The Annual General Body Meetings (AGB) of the Association shall be held at a time and place to be notified by the Honorary General Secretary, and such meetings shall be held within eighteen months after the previous one unless the EC by a majority resolves otherwise.
- b) The Honorary General Secretary shall give at least two months notice of the AGB Meeting and shall call for agenda items to be placed before the general body for action.

- c) The time and place of the annual meetings shall be decided by the general body preferably in a place where an ISHA branch exists and coinciding with the annual conference of the association unless and until a special general body is called at a place decided by the EC.
- d) For attending to the needs and requirements of the AGB Meeting, the Executive Council shall appoint a local secretary from the place where the meeting is scheduled to be held (in consultation with the executive of the affiliated local branch, if existing at the place).
- e) One full afternoon session shall be earmarked for the business meeting of the association during the annual conference. The conference shall be of minimum three day's duration including the Continuing Education Program (CEP).
- f) The quorum at the AGB meeting shall be Twenty-five. If within half an hour of appointed time no quorum is present the meeting shall stand adjourned. The President or in his absence the immediate past- President can hold the adjourned meeting at his discretion after half an hour where no quorum is required.
- g) The quorum at a special requisition meeting, which shall be called by 30% of the members, eligible as per the provision of the rule, by giving four months notice, shall be twenty – five.
- h) The Executive Council may call a special General Body meeting whenever deems necessary for a specific agenda only, by giving one-month notice. The quorum for such a meeting shall be twenty – five.

**Article XV : Executive Council :**

The management of the association shall vest in an executive council that shall consist of twelve members. The members of the Executive Council Shall be persons with qualification in Speech – Language Pathology and / or Audiology who have been a life member of the association for not less than seven years.

1. President
2. President – Elect
3. Immediate Past – President
4. Honorary General Secretary

5. Joint Secretary from the Head Office
6. Honorary Treasurer
7. Chairman of the Committee on Educational Standards and Ethics
8. Chairman of the Editorial committee of the journal of Speech and Hearing
9. Editor, Journal of Speech and Hearing
10. Three members elected by the GB.

Further, the EC has the right to co-opt members to the EC whenever required for the smooth transactions of the business of the association. It shall also invite co-opted members and the Organizing Secretary of the immediate forth – coming conference for any particular EC meeting as special invitee. In the event of no nomination from the region of the HO for the post of Joint Secretary, the GB shall nominate a person from amongst the members present at the particular GB meeting.

**Article XVI : Election of the Office Bearers**

- i) The President shall be elected at every Annual General Body Meeting by Ballot. The President shall hold office as ex-officio member as President – elect for the running year, President – for the succeeding year and as ex – officio member as past president for the next year.
- ii) The election of Honorary General Secretary, Joint Secretary from the Registered Head Office, Honorary Treasurer, Chairman of the Committee of Education Standards and Ethics, Chairman of the Editorial Board, Editor of the Journal and the three members of the EC
  - a) The General Body at the Annual General Body Meeting shall elect and Honorary General Secretary, Joint Secretary, Honorary Treasurer, Chairman of the Committee on Educational Standards and Ethics, Chairman of the Editorial Board 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 which ever is longer.
  - b) **Three members:** The general body shall also elect three members to the Executive Council at the Annual General Body Meeting who shall hold office for a period of two years.

- c) In the event of vacancy occurring amongst office bearers of the EC during the course of any year, the existing members of the Executive Council 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.

**Article XVII : Duration of the Office Bearers**

- i. All office bearers are entitled to held office for one term and shall retire after expiry of the term; but shall be eligible for reelection, only for another consecutive term. And, no one shall hold more than one post at the same time except in the exigency as iterated in the article XVI (c). Members who wish to contest for the second term should have relinquished the office of the EC.
- ii. **Office bearers shall cease to hold office :**
  - a) If they cease to be members under article VIII.
  - b) If by a resolution, the general body decides by a two – thirds majority of the members present that such office bearer be removed from office.

**Article XVIII : Nomination For Election :**

- i. The Honorary General Secretary under the direction of the EC shall call for nomination for various posts of the EC from the qualified members of the association. This shall be communicated through the ISHA newsletter.
- ii. The nominations shall be called two months before the Annual General Body Meeting. The nomination closes one month before the general Body Meeting. Withdrawal of nomination is allowed even on the floor of the house up till before the election. The election shall be help at the General Body meeting.
- iii. Nomination papers for the posts of all office bearers (above mentioned) must reach the Honorary General Secretary within stipulated time.
- iv. Nomination should be filed in the format prescribed and shall be proposed and seconded by the registered eligible members of the association.
- v. If no nominations are received for any specific post (s) or if the elected office bearer fails to assume the office, the GB can call for the nomination from the floor and shall nominate the person.

- vi. The EC shall form an election committee with Returning Officer for the smooth conduct of the election.
- vii. The Returning Officer shall be responsible till the results are declared and the same shall be handed over to the President of the association with full signature, date, and station and with official designation.

#### **Article XIX : Meeting of the Executive Council**

- a) The members of the Executive Council shall meet at least thrice a year physically before the Annual General Body Meeting. The EC meeting shall be called with one month notice.
- b) In the event of not able to meet physically, the Honorary General secretary in consultation with the President of ISHA shall use the electronic media or postal services to obtain the opinion on specific issues of importance.
- c) Any seven members of the Executive Council shall form a quorum.
- d) The president when present shall preside at all the meetings of the Executive Council and in his absence; the Immediate Past- President or the President – Elect shall preside. If all the three happen to be absent, the meeting may elect its own Chairman and for the purposes of the meeting, he shall have all the powers of the President.
- e) In the event of a very important agenda on the Executive Council meeting, the President at his discretion may direct that in his absence either the president – Elect or the Immediate Past- President to preside.
- f) In every case of voting the president or the Chairman will have a vote; in every case of a tie, the Chairman or the President shall have additional or casting vote.
- g) The voting could be either by show of hands or by ballot.
- h) Whenever it is found inconvenient to call a meeting of the Executive Council and the Honorary General Secretary deems it desirable that the opinion of the Executive Council should be obtained on any particular matter or matters where their opinion is required, he shall do so by post or by electronic mail and act in accordance with the view of the majority.

- i) If the EC decides to get the opinion of the GB members on matters of importance and where swift action is needed, it shall do so through post or by electronic mail and shall take the majority opinion.
- j) The President has the power to call for an EC meeting in the matters of urgency in consultation with the Hon. Gen. Secretary.

#### **Article XX : Powers and Functions of the Executive Council**

- a) The Executive Council shall exercise general management of the affairs of the affairs of the association and shall be the financial and business instrument of the association. It is a body to which all office bearers of the association shall report and are immediately responsible. In general, its duties shall be executive and is empowered to perform all such duties as set forth elsewhere in the laws. Its actions in all matters shall be reported to the members of the annual general meeting for information. However, the decision of the GB shall be final. EC is bound by the decision of the GB and all the actions of the EC must be ratified by the GB.
- b) The association shall maintain a Central Office at the All India Institute of Speech and Hearing, Manasagangothri, Mysore, 570006 or in accordance with the Article VI (a) which shall serve as a permanent repository for the association records, maintain current membership list and function in appropriate ways to facilitate the work of the office bearers in the administrative policies and activities of the association.
- c) It shall be the duty of the joint Secretary to maintain all the records, assets, money and fixed deposits, proceedings of E.C., G.B., membership list, memorandum of association and any modifications made etc at the H.O.
- d) The Honorary General Secretary and the joint secretary shall incur no extraordinary expenses above Rupees One Thousand (Rs.1,000/-) without the previous sanction of the Executive Council except for the purpose of holding the Annual General or other Meetings which he may do so with the concurrence of the President and the Honorary Treasurer, and they follow the plan and the budget approved by the G.B.

- e) The Honorary General Secretary shall keep a record of the proceedings of the meeting of the meeting of the Executive Council, and all accounts shall be open to inspection by any member of the Executive Council.
- f) The Honorary General secretary and the Honorary Treasurer shall jointly sign all cheques, notes, bills and other negotiable instruments unless the GB by a resolution passed by a three-fourths majority decides otherwise.
- g) The Executive Council will have powers of making rules when deemed necessary inter alias relating to the discipline and professional conduct subject to the sanction of the General Body.
- h) To tide over the emergency, the Honorary General Secretary in consultation with the President may delegate the duties and functions of any office bearer to any other member of the Executive Council.
- i) All documents, conveyance and contracts shall be made by the President for the time being until finally accepted by the General body.
- j) All resolutions of the Executive Council shall ultimately be brought (at the Annual General Meeting) before the General body for final sanction.
- k) The property of the association shall be in the possession and control of the Honorary General Secretary and Honorary Treasurer.
- l) The Honorary General Secretary and the Treasurer shall perform functions at their office and as directed by the EC and the GB and shall be responsible to the association for carrying out the resolutions of the association. When found to be defaulting in their duties, the EC can initiate disciplinary actions against them with the concurrence of the GB members.
- m) The Hon. Treasurer shall deposit all the financial instruments in the ISHA account in the bank within ten days of the receipt of the same.
- n) The Hon. Treasurer shall not keep cash more than rupees one thousand (Rs. 1000/-) at any given point of time, except during the annual conventions and EC meetings, for the incidental expenses.

#### **Article XXI : Auditing**

The books and accounts of the Association shall be audited annually and shall be available for inspection by members only at the annual meeting. Accounts and other

annual returns etc. will be submitted annually to the Registrar of Societies as required under section 13 of the Mysore Societies Registration Act, 1960.

**Article XXII : Accounting**

- a) The Honorary Treasurer shall maintain a true and accurate account of all money received by the association either through him or through the Honorary Secretary or through any other source and he shall make a statement regarding the financial position of the association at the AGB Meeting.
- b) On or before the 60<sup>th</sup> day following the end of the financial year (31<sup>st</sup> March) the Treasurer shall file the returns with the Registrar comprising of, list of names, addresses and occupations of the members of the Executive Council then entrusted with the management of the affairs of the association and a copy of the balance sheet and income and expenditure account and any amendments approved by the GB.

**Article XXIII : Repealment and Ammendment**

- a) The rules and regulations shall not be repealed, nor any amendment or addition made in the name and rules and regulations of the association, except by a resolution passed by the votes cast in favor of the resolution by members who being entitled to do so, vote, in person or by proxy or ballot, and such votes are not less than three times the number of votes, if any, cast against the resolution moved in this behalf at least two months prior to the meeting at which such resolutions are to be moved. Any amendment to the Memorandum of the Association and Rules and Regulations thereon will be made in conformity with Sections 9 and 10 of the Mysore Societies Registration Act, 1960.
- b) Further no such amendments to the Memorandum and Articles of the Association be made with prove to be repugnant to the provision of the section 2(15) and section 80G of Income Tax Act 1961. In addition the approved change must be confirmed by a similar majority at a second General Body meeting convened by the Executive Council after an interval of thirty days after the former meeting.

- c) The Memorandum of Association shall not be altered, extended or abridged in any other manner except by a resolution passed in same manner as described in the sub-clause XXIII(b).
- d) Whenever a new edition of the Memorandum and Rules and Regulations of the Association is published, it should be cited by the year of its publication.

**Article XXIV : Committee on Education Standards and Ethics (CESE)**

- a) The Committee on Educational Standards and Ethics (CESE) will be headed by the Chairman elected by the GB for a period of three years. In addition ;
- b) The GB shall nominate ;
  - i. Maximum of three members representing different training centers in the country
  - ii. Two members representing in the Committees of the Rehabilitation Council of India (RCI)
- c) The functions of the committee shall be ;
  - i. to look into malpractices of the professionals when brought to its notice by the members and issue notice to the concerned individuals indulging in malpractice and shall constitute an enquiry commission if need be and shall submit report and recommendation for action to the EC and GB of ISHA,
  - ii. to evolve mandatory standards in the training programs in the country,
  - iii. to strengthen the services for the speech and hearing disabled,
  - iv. to support NGO's involved in the rehabilitation of Speech and Hearing disabled,
  - v. to liaison with the government and the RCI in policy matters,
  - vi. to evolve minimum evaluation protocol to be used with patients,
  - vii. to formulate and conduct continuing education program (CEP) for professionals,
  - viii. to inform members about various Government acts relevant to our profession,
  - ix. to evolve code of ethics in practice from time to time,

- x. liaison between the association and similar committee or boards of all foreign associations in order to get recognition of course offered in India and get necessary reciprocity in order to maintain a smooth flow of exchange of students, Speech – Language and Hearing specialists from India to other countries and vice versa,
  - xi. responsible in formulating the guide lines for Oration, Endowment, Best Paper and such other awards from time to time and shall present the same to the EC for further action.
- d) **Meetings of the Committee :** The committee shall meet physically at least once a year and, whenever required. It shall also interact with its members through mails and electronic mails for generating opinions, comments, recommendation on issues requiring the attention of the committee and shall inform the EC for further actions. The committee has no statutory power to act on its own without the consent of the EC. The expenditure incurred for the meetings shall be approved by the EC and all such expenditures should have the prior approval of the EC.

**Article XXV : Journal of the Association**

- a) The Association shall publish a journal under the direction of the Editorial Board. The Editorial Board shall be headed by the Chairman and assisted by the Editor, elected every three years by the General Body and shall be the ex-officio member of the EC. In addition to Chairman and the Editor, the board shall comprises of Editorial secretary, and three members, all nominated by the Chairman of the Editorial Board with the approval of the EC.
- b) The name of the Journal shall be in the name of the association that is, “Journal of Indian Speech, Language and Hearing Association” (JISHA).
- c) The Chairman shall be the Chief Editor. The Editorial secretary shall be called as Assistant Editor. The three Members shall be called as Associate Editors.
- d) The Committee shall have the liberty to co-opt members for the board from the members of the Association as well as eminent persons from outside the field.
- e) The Committee shall be responsible for bringing out the Journal annually and if need be, shall bring out issues more frequently under the approval of the GB. It shall also venture upon bringing out on specific issues and Monographs.

- f) The Committee shall be responsible for the maintaining the standard of the journal and shall formulate a standard style of presentation. All action of the journal committee should get the approval of the EC or the GB.

#### **Article XXVI : Conventions**

- a) Conventions of the Association shall be held annually. The inviting branch shall make a formula official request in writing, a year in advance. Requests shall be considered on first – cum-first serve basis. There shall be a branch existing at the place of hosting convention or an Institution with infrastructure to host. The EC shall recommend the place of holding convention to the GB and the GB shall decide the place. The Organizing Committee of the convention shall nominate its organizing secretary or its nominee to the EC of ISHA. The EC of ISHA shall invite such member to the EC meeting whenever needed. Conventions can be held only in establishments in which meeting can be held without discrimination on the basis of race, religion, university degree.
- b) In periods of emergency, the Executive Council may, by three- fourths vote (by post) defer the Annual Convention until the next Annual General Meeting or even longer, if necessary. In this case, the executive council shall be empowered to transact all business that would ordinarily be brought before the General Body.
- c) The local convention program committee shall make all arrangements for the pre-GB Executive Council meeting and the GB meeting.
- d) For more clarity, the following terms and conditions for awarding the hosting of the convention are spelt out. The organizing committee shall be bound by these terms and conditions. These terms and conditions should be treated as Guidelines to be followed for conducting conventions.

#### **Terms and Conditions :**

1. The local branch organizing the annual convention shall enter into memorandum of understanding (MOU) with the parent body ISHA for the clarity and smooth conduct of the annual convention. The MOU shall be signed by the Hon. Gen. Secretary of ISHA and the Organizing Secretary of the convention of the respective local branch. The MOU shall incorporate all

necessary legal, administrative, organizational and financial matters approved by the GB of ISHA from time to time.

2. The organizing secretary or his representative will become an invited member for the EC meeting of ISHA and he shall be present during the concerned agenda of the meetings.
3. The banner of the convention should be.....<sup>th</sup> National Convention of “The Indian Speech and Hearing Association”.
4. The duration of the convention shall be 3 days including the time allotted to the General Body meeting.
5. The Organizing Branch can use the ISHA emblem as well as the registration number of ISHA adequately wherever necessary.
6. The President shall preside over the inaugural function as well as valedictory function and all other invites should be the guests of honor on the occasion. The Secretary and the Treasurer of ISHA should be on the dais during the official ISHA function. The CEP shall be the part of the convention but can be treated separately from the official ISHA ceremony and thus, does not fall into traditional conventional rules.
7. The organizer will assist the secretary of ISHA to conduct all scientific programs after the inauguration. The secretary ISHA will be responsible for all the scientific programs including the CEP.
8. The Organizing committee of the convention shall form a scientific committee with Editor of JISHA as its chairperson and shall can for papers, review them and decide its status for presentation in the scientific program in consultation with the Hon. Gen. Secretary of ISHA.
9. All Orations, Endowment and such other awards if any (except best scientific paper awards) will be awarded during the inaugural function.
10. Oration, Endowment lectures and Doctoral presentations shall be in the beginning of the scientific session on the first day of the convention.
11. Continuing Education Program (CEP) shall also be arranged by the ISHA. However, the organizing committee may suggest the topic. The final decision

regarding the topic for CEP shall be in consultation with the Executive Committee of ISHA.

12. All guest speakers of the CEP and those with Oration, Endowment or such other equivalent awards and all the members of the EC of the parent body (ISHA) shall be treated as guest of the convention and the local organizing committee shall meet their travel expenses (including local travel) and food and accommodation and provide with local hospitalities with out any discrimination. No delegation fee shall be charged in respect of them. The secretary ISHA will consult the organizing secretary before inviting the speakers for the CEP.
13. Any award to be presented or instituted by the organizing Branch during the conference should be with the approval of the EC of ISHA.
14. The bonafied students (Uuder Graduate / Post Graduate) of the Speech and Hearing course shall be given concession in the delegate fee. In addition the parent body (ISHA) shall issue recommendation letter on request to avail travel concessions to attend the convention.
15. The organizing committee of the convention (or the local branch) shall produce the audited statement of account within three months after the convention and shall contribute generously or at least a minimum of 25% of the left over money or Rs. 15,000 which ever is more, to ISHA.
16. The arrangements for the CEP and Scientific sessions shall be done in consultation with the Honorary General Secretary of the parent body (ISHA).
17. The EC of ISHA has the right to take action on the local organizing branch in case of violating the conditions set herein.
18. Either an eminent Scientist or a senior member of the association should inaugurate the Scientific Session.
19. The organizing committee should provide the following information to the parent body:
  - a) Number of Members in the Branch
  - b) Office bearers of the branch
  - c) Copy of the registration of the association with the registrar of society

## **Article XXVII : Branches and Chapters**

- a) For promoting the objectives of the Association, the members of IShA may form their local STATE branches and shall call the branch as “The Indian Speech and Hearing Association .....Branch”.
- b) The ISHA members are also encouraged to form CHAPTERS affiliating to the State Branch wherever the state branch exists and in the absence of that, the Chapters may be directly affiliated to the main body. The State branches or the CHAPTERS should either be in (1) a town, (2) a city and its suburbs, (3) a district, or (4) a State of Indian Republic.
- c) The Chapters shall be identified as “The Indian speech and Hearing Association ..... Chapter”
- d) The state branch/chapter shall obtain prior permission in writing from the parent body before the registration of the respective associations.
- e) There shall be minimum membership of seven in the geographical area of the Branch/Chapter. All the members of the executive council of the branch shall be the life member of the parent body (ISHA).
- f) Local Branches/Chapters shall be independent of each other and autonomous as far as their internal management is concerned, but their rules shall not be in conflict with the rules of the parent body (main Association). A copy of the Memorandum of the Association of the local branch shall be submitted to the Executive Council of the parent body and all subsequent changes in the rules shall be notified to the secretariat of the main body (ISHA).
- g) The Indian Speech and Hearing Association (ISHA) shall not be liable for any of the debts and liabilities of any of the Branches/Chapters.
- h) The Branches/Chapters should open accounts in their local bank after a resolution is passed at a local annual or special meeting held for the purpose and to be operated jointly by the local Honorary Treasurer and local Honorary Secretary.
- i) The state braches / chapters are encouraged to hold regional / zonal conventions/seminars and the same shall be intimated to the President and Hon. Gen. Secretary of the parent body.

- j) All such activities conducted by the Branches / Chapters under the name of ISHA shall submit the report to the parent body within three months of completion of the activity.

### **Article XXVIII : Code of Ethics**

**Preamble :**The profession of Speech and Hearing is a growing field and it is the responsibility of all the members to safeguard the profession against unethical practices. The preservation of the highest standard of integrity and ethical principles is vital to the successful discharge of the responsibilities of all the members. A precedent thus set will assure us of a healthy growth in future years. Failure to specify any particular responsibility or practice in this code of ethics should not be considered as denial of existence of such responsibilities or practices that are equally important. Any act of violation from this code of ethics shall be considered unethical. It is the responsibility of the member to bring it to the notice of the association or the committee on Educational Standards of the instances of violation of the principles incorporated in this code of ethics.

### **SECTION A**

1. The welfare of the people to whom the profession is serving, by considered of paramount importance :
  - a). The member who engages in the professional work must possess appropriate qualifications.
  - b). The member must not provide services for which he has not been properly trained.
  - c) The member who has not completed his professional qualifications must not provide professional services except in the supervised clinical practical situation as part of the training program. A person holding a professional qualification and taking part time graduate work is not for the purpose of this section, regarded as a student in training.
  - d) The member must not accept any remuneration for providing service until the necessary course work and clinical practical work is completed.
  - e). The member must not accept private practice when his employer forbids it.

- f). A member who holds a part-time appointment in a free clinic must not direct the cases to their private clinics.
- 2) The member must follow acceptable patterns of professional conduct in their relations with the persons to whom the profession is serving.
    - a. The member must serve each client / patient to the best of his ability irrespective of who the client/patient is, or how much a client/patient can or will pay for the services.
    - b. The member must not guarantee the results of any speech and hearing consultative or therapeutic procedure. A guarantee of any sort expressed or implied; oral or written is contrary to the professional ethics. A reasonable statement of prognosis be made, but successful results are dependent upon many uncontrolled factors, Hence, any guarantee of any sort is deceptive and unethical.
  3. Any confidential information regarding a client / patient must not be revealed to any unauthorized individuals with out the prior permission of the client / patient.
    - a. The conditions of the client / patient should not be discussed in the presence of others except in the interest of the case.
    - b. The member must take prior written consent from the client / patient is subjected to any research study. The member should explain the client's / patient's inclusion in to the study and shall explain all the consequences if any without hiding any facts. If the client/patient does not agree for the study, he/she should not be deprived of any services otherwise would have been given and shall not be discriminated in any manner. The client / patient has the right to drop out of the study at any time and in that event he/she shall not be deprived of any services.
    - c. The member must not indulge in any wrong act with the clients/patients in the name of treatment. To avoid possible misunderstanding and misinterpretations, the testing or therapy with clients/patients should be carried out in the presence of their parents or guardians.
    - d. The member should not deprive any client/ patient of his service based on cast, creed, religion, literacy or socioeconomic status.

- 4) The member must not exploit clients / patients :
  - a) by accepting them for treatment unnecessarily for monetary benefit and where improvement cannot be reasonably expected to accrue,
  - b) by prolonging the treatment unreasonably for monetary benefit,
  - c) by giving false hopes,
  - d) by giving devices with out full satisfaction and acceptance by the client / patient.
5. The member must use every resource available including referral to other specialists before preparing a comprehensive rehabilitative program for the clients/patients.
6. The member must take every precaution to avoid injury to the persons who is being served professionally.

### **SECTION “B”**

**The duties owned by the member to other professional colleagues are many:**

1. The profession of Speech and Hearing calls for professional interaction with different specialties and hence the member is expected to maintain high professional standards.
2. The member should establish a harmonious relation with others.
3. The member should seek free professional discussion of all theoretical and practical and practical issues, but avoid personal vindictive directed towards professional colleagues or members of allied professionals.

### **SECTION “C”**

**Member of ISHA has other responsibilities :**

1. The member must not the name (s) of the association (s) in its abbreviated form like MISHA, MASHA etc., along with professional qualifications as the public may mistake it for higher qualification. If needed the same may be written with elaboration or by specifically mentioning “member of ..... (Organization)”.
2. The practicing clinician must not act as a dealer for a particular product and thrust the same on patients / Clients when options are available. The clientele

must have the options to select the product of his choice, which gives him the best satisfaction.

3. The clinicians in practice must not indulge in unhealthy competitive advertisements. If they are recipient of any awards of the association or awards given by business establishments, they shall not use the names of these awards to promote their practice or for advertisements. They shall indicate on their business cards the name, qualification, address, type of service being offered, telephone numbers and the ISHA life membership number. They shall give location in the classified section of the telephone directory in the manner customarily followed by physicians and attorneys. The name of the association shall not be used in such advertisement.
4. The member must not engage in commercial activities that conflict with the responsibilities of the persons being served professionally or to their colleagues.
5. The member must not permit the professional titles or accomplishment to be used in the sale or promotion of any product related to the profession.
6. A member employed by a manufacturer or a publisher shall adhere to the ethics of their organization and shall not be in conflict with objectives of the association.
7. When difference of opinion exist between the members that should be sorted out at personal level and should not be aired at professional forums.
8. The member should keep the highest professional dignity and integrity in mind whenever any issue concerning the field is discussed.
9. The member should help in the education of the public regarding speech and hearing problem and other matters lying within the professional competence.

## ANNEXURE

### **FIRST MEMBERS OF THE EXECUTIVE COUNCIL :**

The names, address and occupations of the first members of the Executive Council to whom by the Rules and Regulations of the Association the management of its affairs was entrusted as under.

Dr. R.A.F. Cooper : President

Otolaryngologist

Naosary Building

Dr. D.N. Road,

Fort-Bombay-1.

Dr. C. Sathyanarayana : President (Elect)

Otolaryngologist

Chitturi House

105, P.H. Road, Madras-10.

Dr. Y.P. Kapur : Secretary

Otolaryngologist & Audiologist

All India Institute of Speech & Hearing

Mysore-5

Dr. N. Rathna : Treasurer

Speech Pathologist

All India Institute of Speech & Hearing

Mysore-5.

Dr. Ramesh K. Oza : Chairman

Audiologist & Speech Pathologist Committee on CESE

Standards

Kanta House, Tagore Road,

Santa Cruz, West-Bombay-54 AS

Dr. M.L. Bhatia : Member  
Otolaryngologist  
Prema Villa  
Rai Beharilal Road,  
Lucknow U.P

Dr. B.P. Apte : Member  
Otolaryngologist  
Laxmi Sadan, Jungli Maharaj Road  
Poona -4

Mrs. Nancy De Sa : Member  
Techer of the Deaf  
15, Dadyseth Road, Chowpathy,  
Bombay-7

**SUBSCRIBERS TO THE MEMORANDUM OF ASSOCIATION**

<b>Sl.No</b>	<b>Name and Description</b>	<b>Occupation &amp; Address</b>	<b>Age</b>
1.	Dr. Y.P. Kapur Otolaryngologist & Audiologist	Joint Director, All India Institute of Speech & Hearing, Mysore	44
2.	Dr. N. Rathna Speech Pathologist	Reader in Speech Pathology, All India Institute of Speech & Hearing, Mysore	33
3.	Mr. J. Bharath Raj Clinical Psychologist	Reader in Psychology, All India Institute of Speech & Hearing, Mysore	30
4.	Mr.M.N Hegde Clinical Psychologist	Lecturer in Psychology, All India Institute of speech & Hearing, Mysore	26
5.	Miss Rekha Sen Teacher of Deaf	Lecturer in Oral Deaf Teaching, All India Institute of speech & Hearing, Mysore	27
6.	Miss Shailaja Nikam Speech Pathologist	Reader in Speech Pathology, All India Institute of Speech & Hearing, Mysore	27
7.	Dr.M.N. Majumdar Otolaryngologist	Lecturer in Otolaryngology, Christian Medical College and Hospital, Vellore-4	27
	Witness		
8.	Dr. J.J. Dharmaraj General Surgeon	Director, All India Institute of Speech & Hearing Mysore	