



# INDIAN SPEECH AND HEARING ASSOCIATION

## KERALA STATE BRANCH

### MEMORANDUM OF ASSOCIATION

PRESENTED AT THE  
EXECUTIVE COUNCIL MEETING  
HELD AT CALICUT, ON 19<sup>TH</sup> OCTOBER 2003.

PRESENTED BY  
**MAJUN.P.P.**

Hon. Secretary, ISHA - Kerala State Branch

*Se. J. A. M. K. K.*  
*23/10/03*  
Mr. JABIR.P.M., MASLP, MASHLP  
Assistant Professor - Audiology &  
Speech Pathology  
General Secretary (ISHA-KSB)  
PCI Reg.No.A22071, ISHA-KSB (L.S.)  
Baby Memorial Hospital, Calicut

**MEMORANDUM OF ASSOCIATION  
INDIAN SPEECH LANGUAGE & HEARING ASSOCIATION  
KERALA STATE BRANCH- 2003**

**NAME:**

The name of the association shall be INDIAN SPEECH LANGUAGE & HEARING ASSOCIATION  
**(ISHA) KERALA STATE BRANCH :**

**REGISTERED OFFICE:**

Office of the Secretary shall function as the Registered Office of ISHA-KERALA STATE BRANCH  
State Branch Secretary's Office shall act as Registered Office of ISHA-KERALA STATE BRANCH,  
till the association possess its own land property & building.

When the association has in its possession its own land property and building, thereafter this property  
and building shall however be converted as the Registered Head Office of ISHA-KERALA STATE  
BRANCH.

Currently, the Registered Office Shall be at:-

O/o The Secretary,  
ISHA-KERALA STATE BRANCH.  
Swarasruthi Rehabilitation Centre, Trade Centre Building,  
Opp. Sub- Registers Office, Caltex, Kannur: 670002.

**AIMS & OBJECTIVES:**

To encourage scientific study of the processes involved in speech & Hearing, to promote invention of  
speech & Hearing disorders for such 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 & 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 & Hearing.
- d. By establishing committee on education standards to supervise, monitor and develop and  
implement educational standards laid down by the association for training by various  
institution in the state of kerala.
- e. By holding scientific discussion and reading papers related to the field of Speech language  
and Hearing.
- f. By establishing and maintaining a museum, a reference library furnishing its with  
book, reviews, magazines, journals etc, relating to Speech & Hearing.

*Seal of the Association*

*[Signature]*  
Mr. JABIR P.M. BASIP M.A.S.C.  
Assistant Professor - Audiology &  
Speech Pathology  
General Secretary (ISHA-KSB)  
Reg. No. A22071, ISHA-KSB (L67)  
Baby Memorial Hospital, Calicut

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book, reviews, magazines, journals etc, relating to Speech & Hearing.

*Set Approved*

*Jabir*

Mr. JABIR.P.M, BASLP, MASLP  
Assistant Professor - Audiology &  
Speech Pathology  
General Secretary (ISHA-KSB)  
Reg.No.A22071, ISHA-KSB (LON)  
Baby Memorial Hospital, Calicut

- g. By watching and advising on legislation affecting speech & Hearing specialists, and the persons affected with Speech & Hearing Disorders.
  - h. By publishing a journal devoted to the field of Speech & Hearing .
  - i. By bringing together members of the association periodically at the convention and continuing educational programs, seminars, and workshops, and in general by working for alleviating the problems of Speech & Hearing- afflicted population in the State of Kerala.
  - j. By holding properties, movable or immovable, that may be necessary or advantageous for the aforesaid objective, 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 donation, and contributions from members as well as from generous public and by holding the same in trust for any particular purpose purposes, for the advancement of the field of Speech Language & Hearing.
  - l. By cooperating with the medical and allied associations, connected with Speech Language & Hearing in the State of Kerala for the promotion of the field.
  - m. By organizing exhibitions of machinery, implements, tools, appliances, etc., connected with or pertaining to Speech & Hearing field in different parts of Kerala, 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 purpose 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 district wise sub-branches, wherever feasible in Kerala.
- ❖ The affairs of the association shall be managed by an Executive council, consisting of 8 (eight) members, elected at the General Body meetings and in accordance with the rules and regulations of the association annexed herewith.
  - ❖ The representatives of the Executive council shall be as follows:-
    - a.) President
    - b.) Vice president
    - c.) Secretary
    - d.) Joint secretary.
    - e.) Treasurer
    - f.) Executive committee members. (3 members)
  - ❖ The Editor, Chairman of the Editorial Board, Chairman of the committee on Educational standards shall also be called upon on occasions deemed necessary to carry out discharge of their duties.
  - ❖ Any other member of the ISHA-KERALA STATE BRANCH, shall also be called upon to attend/ appear before the Executive council if the situation demands so.
  - ❖ The income and property of the association 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 thereof 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

*Jessy M. M. M.*

*DM*

Bliss Foundation for the Deaf  
 Unit: Speech & Hearing, MASH  
 General Secretary, MASH  
 Reg. No. A22017/15/2017  
 Baby Memorial Hospital, Kollam

prevent the payment in good faith or remuneration to any officer or servant of the association who may also may be a member thereof in return for any work done or services actually rendered to the association nor prevent the payment of interest at the rate not exceeding 6% per annum on money borrowed from any member of the association.

- ❖ 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 through his or their willful default or neglect as determined by the Executive council or its authorised sub-committee.
- ❖ The Executive council shall have full power of control and management of the affairs of the property of the association to engage such officials, servants or any 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 .
- ❖ 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 in its immediate next meeting.
- ❖ Such money and properties of the Association as are not utilized for the objectives of the Association may be invested in such a manner and in such bonus and in such way as the Executive Council may at 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 consulting or creating a permanent endowment.
- ❖ 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, mortgage, dispose of, turn to account or otherwise deal with all or any part of the property of the Association provided in the case of transactions exceeding Rs10, 000/-(Rupees ten thousand only) consent of the General Body shall be necessary.
- ❖ If upon dissolution of the association, there shall remain after the satisfaction of all its debts and liabilities and property whatsoever, 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 Associations having objectives of this association to be determined by the votes of not less than three- fifties of the members present personally or by proxy in meeting at or before the time of the dissolution or in default thereof by referring to the High Court of Kerala, or any other principal court of original civil jurisdiction of the District in which the main building of the association is situated at that time .
- ❖ The name and addresses of the first members of the Executive council to whom by the Rules and Regulation of the Association the management of its affairs is entrusted as under :---

- 1.) Mr. E.P. Balakrishan.....PRESIDENT  
Audiologist & Speech pathologist  
"Krishna", Krishnan Nair Road, Post Karuvasseri  
Calicut-10.

*Seal of the Association*

*Mr. Jabir P.M.*  
Mr. JABIR P.M, BASLP, MASLP  
Assistant Professor - Audiology &  
Speech Pathology  
General Secretary (ISHA-KSB)  
RCI Reg.No:A22071, ISHA-KSB (L61)  
Baby Memorial Hospital, Calicut

- 2.) Mr Majun. p.p.....SECRETARY  
Audiologist & Speech pathologist  
Swarasruthi Rchabilitation Centre,  
Tade Centre Building, Opp. Sub- Registrar's Office,  
Caltex, Kannur-670002.
- 3.) Mr. Sameer p.....VICE PRESIDENT  
Audiologist & Speech pathologist  
Pootheri House, By-pass Road, Tanur- 670302.
- 4.) Mrs. Manju Thoms.....Jt. SECRETARY  
Audiologist & SpechEphphatha Speech & Hearing Centre,  
Opp. St. Joseph Church, Punkunnam,  
Thrissur-680002.
- 5.) Mr. Manoj. M.....TREASURER  
Audiologist & Speech pathologist  
C. A. R. E, Opp. Chinmaya College,  
Talap, Kannur
- 6.) Mr. Sasidharan Nair.....EC MEMBER  
Audiologist & Speech pathologist  
M. I. M.S,  
Mini By - Pass Road, Govindapuram P.O,  
Calicut.
- 7.) Mr. Sanjay S.....EC MEMBER  
Audiologist & Speech pathologist  
"Ambili",  
Cholamvayal, P.O. Nut Street,  
Badagara-673104.
- 8.) Mr. Biju Varma.....EC MEMBER  
Audiologist & Speech Pathologist  
West Fort Hospital,  
Thrissur-4

**ARTICLE-1**  
**NAME:**

The name of the association shall be INDIAN SPEECH, LANGUAGE AND HEARING ASSOCIATION ( ISHA ) - KERALA STATE BRANCH.

**ARTICLE-II**

**INTERPRETATION:**

- In the interpretation of these Rules & Regulations unless repugnant to the context:
- ❖ 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.
  - ❖ "STATE" Shall mean the Kerala State.

*Sanjay S*

**Mr. JABIR P.M, EAST**  
Assistant Professor - Audiology  
Speech Pathology (ISHA-KSB)  
Secretary (ISHA-KSB (L6))  
22071, ISHA-KSB (L6)  
General Hospital, Calicut

### Article III. Membership

a) Honorary Members:

They shall be those who are not primarily from the field of speech, language and hearing, but have made significant contribution to the advancement of the discipline of Speech and Hearing in the state. By virtue of their status in the field they shall be conferred with the fellowship honour by the association and shall be called 'Fellow Member'.

b) Life Members:

They shall be those who hold a degree in Speech and Hearing from a recognised university from India or abroad and having paid the life membership fee.

c) Ordinary members:

Those who hold a degree in Speech and hearing from a recognised college of Speech and Hearing from India or abroad and having paid their annual membership fee.

d) Associate members:

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

e) Student members:

They shall be those who are undergoing Graduate/Masters training in Speech Pathology and/or Audiology and having paid the student membership fee.

### Article-IV

Procedures for becoming a member:

- i) Life/Ordinary/Associate membership : The prescribed application form can be had from the Secretary, ISHA-KSB and shall return the same duly filled along with a DD drawn in favour of "Indian Speech and Hearing Association-Kerala State branch or Cash for the prescribed membership category. The applicant should be duly nominated by one life member whose names appear on the register of the association on existing members and such applications shall be sent to the Honourary Secretary.
- ii) The student members should produce a bonafide certificate from the head of the institution of their study in the format prescribed by the association and shall pay the prescribed membership fee either in cash or DD
- iii) The requirement for election as a member may be waived in special cases by recommendation of the committee and two-thirds vote executive council.
- iv) The members must abide by the code of ethics of the association.
- v) 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

Membership and financial year of the association shall be from 1st April to 31st March.

The secretariat of the association shall be at the place of Hon. General Secretary duly elected by the General Body (GB) or as directed by the EC in the event of emergency.

*J. M. M. M. M. M.*  
**JABIR, P.M., BASLP, MASLP**  
Assistant Professor - Audiology &  
Speech Pathology  
General Secretary (ISHA-KSB)  
KCI Reg.No:A22071, ISHA-KSB (L61)  
Baby Memorial Hospital, Calicut

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.

**Registered Head Office (HO):**

Office of the State Branch Secretary shall be the Registered Office of ISHA - Kerala State Branch. State Branch Secretary's office shall act as Registered office of ISHA - Kerala State Branch, till the association possess its own land property and building .

When the association has in its possession its own land property and building thereafter, these property and building shall however could be converted as the registered Head Office of ISHA-Kerala State Branch

Article-VI

There shall be a register maintained at the registered H.O. of the association, by secretary in which names of all the members of association shall be entered with their names, qualification and address corrected from time to time

Article-VII

**Cessation of members:**

**Membership of the association shall cease:**

By voluntary resignation as from a specified date, by giving one month notice in writing to the Hon. Secretary, in the prescribed format. The resignation shall not be effective until the dues of the association are cleared and until it is accepted by the Hon. Secretary and on formal acceptance is issued.

If a member fails to pay the subscription for six months after the due date and inspite of one registered notice with acknowledgment due, demanding payment, either by Honourary. Treasurer or by Hon. Secretary. However if the member clears all outstanding dues, the member can be reinstated with approval of Executive Council.

After a member is in arrears for one year without any valid reason, the Executive Council 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 executive council within three months of the receipt of the notice. However the suspension automatically terminates the membership either if the member fails to appeal within the prescribed period or if the General Body confirms the termination. The General Body by 3/4 majority of the members present at the meeting may reinstate the member on cleaning all outstanding dues with the penalty 50% of the dues.

**By death**

**Ipsa facto:**

Upon sentence after conviction in Court of Justice of any claim involving moral turpitude.

Upon being deregistered by their primary association / councils for the duration of deregistration, or

Upon forfeiture through misconduct of qualification by virtue of which the member was eligible for membership or

Any member who violates the laws or code of ethics of the association may dropped from membership by three-fourths vote of the executive council. Persons who have thus been dropped may upon a recommendation of a committee of ethical, practice specially ap-

*Scanned*

Dr. M. Basil  
Assistant Prof. Speech  
General Secretary  
ICI Reg. No: A22071, ISHA  
Baby Memorial Hospital, Calicut



pointed by General Body of the purpose may be reinstated after one year by a 3/4 vote of the executive council.

#### Article-VIII

Members forfeits the right to question the reasonableness or otherwise of a resolution passed by the EC/G.B.

#### Article-IX

Membership Fee

- (i) Life Membership : Life membership fee shall be Rs. 1000/-
- (ii) Ordinary Membership : The annual subscription for the ordinary members shall be Rs. 250/-
- (iii) Associate Membership : The annual subscription for the Association for the Associate members shall be Rs. 250/-
- (iv) Students Membership : The membership fee for the student members shall be Rs. 250/- for graduate students or post graduate students Membership fee shall be paid in advance.

All categories of memberships, a processing fee of Rs. 50/- shall be charged.

#### Article-X

The budget for the following year shall be planned by the EC and presented to the GB for approval. The Hon. Secretary in consultation with president of ISHA - KSB shall execute the plans.

#### Article-XI - Founder Members:

Persons whose names appear in the memorandum of the association at the time of registering the association in 2003 shall be considered as the found members of the association. The name of those members presented at the time of registering the association under Registrar of Societies Act are given in the annexure.

#### Article - XII - Privileges of Membership:

- \* 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.
- \* All life members and ordinary members shall be entitled as of right to participate in all the 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.
- \* All associate members of the association shall be entitled to participate in all the activities of the association and shall also be entitled to receive the journal free of charges during the period of their membership. But they shall not be entitled to vote at the meeting of the association or to hold the position of office bearers.

Only post graduate/graduate students shall be allowed to present papers provided they are the first authors and should be either a student / ordinary or a life member of the association.

#### Article-XIII - Meeting

The president of the association shall preside over all the official meetings and function of the association.

*So. L. Attended*

**Mr. JABIR.P.M, BASLP, MASLP**  
Assistant Professor - Audiology &  
Speech Pathology  
General Secretary (ISHA-KSB)  
Reg.No.A22071, ISHA-KSB (L61)  
Memorial Hospital, Calicut

\* The annual General Body meetings 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 fifteen months after the previous one unless the Executive Council by a majority resolved otherwise.

The Honorary General Secretary shall give at least two months notice of the Annual General Meeting and shall call for agenda item to be placed before the General Body for action.

The time and place of the Annual Meeting shall be decided by the General Body coinciding with the annual conference of the association unless and until a special general body is called at a place decided by the EC. For attending to the needs and requirements of the annual general meeting, the executive council of deemed necessary shall appoint a local secretary from the place where the meetings is scheduled to be held, in which case the local secretary appointed shall discharge his duties only in consultation with the Honorary Secretary.

The quorum at annual general meeting shall be fifteen. If within half an hour of appointed time no quorum is present the meeting shall stand adjourned. The president or in his absence the Vice President can hold the adjourned meeting at his discretion after half an hour where no quorum is required.

\* The executive council may call a special General Body Meeting whenever deemed necessary for a specific agenda only, by giving one month notice. The quorum for such meeting shall be fifteen.

#### Article-XIV - Management:

The management of the association shall vest in an executive council that shall consist of eight members. The members of the executive council shall be persons with qualification in speech pathology and / or audiology who have been a life member of the association

1. President
2. Vice president
3. Hon. General Secretary.
4. Joint Secretary.
5. Hon. Treasurer
6. Three members Elected by the GB

When the association starts publishing the journal, the editor of the journal at the Chairman of the editorial board shall be invited a special invitees of the situation of deemed.

The chairman of the committee educational standards and ethics shall also be invited a special invitee when required to carrying our related discussions.

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 members as special invitee and the Organising Secretary of the immediate forth forming conference for any particular EC meeting.

#### Article-XV - Election:

\* The president shall be elected at annual general meeting by ballot. The president shall hold office for three years.

*J. P. Mathew*

**JABIR.P.M, BASLP, MASH**  
Assistant Professor - Audiology &  
Speech Pathology  
General Secretary (ISHA-KSB)  
Reg.No:A22071, ISHA-KSB (L61)  
Memorial Hospital, Calicut

#### Article - XVI

The election of Hon. General Secretary, Joint Secretary, Hon. Treasurer, Chairman of the Committee of Education Standards and Ethics, Chairman of the Editorial Board, Editor of the journal and the three members for the EC :

- a) The general body of the annual general meeting shall elect a Hon. General Secretary, Joint Secretary, Hon. Treasurer, Chairman of the committee on Educational Standards and Ethics, Chairman of the Editorial Board and the Editor of the journal of the association shall hold office for a period of three years or till third annual general meetings which ever is longer.
- b) Three members The general body shall also elect three members to the Executive Council at the annual general meeting who shall hold office for a period of three 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 elect the office bearer or office bearers in the vacancy or vacancies and the persons so elected shall hold office for the period for which the predecessors would have been functioned.
- d) Office bearers shall cease to hold office:
  - (iii) If they cease to be members under VII above.
  - (iv) If by a resolution, the general body decided by as two-thirds majority of the members present that such Office bearers be removed from office.

#### Article - XVII

All office bearers entitled to hold office for one term and shall retire after expiring of the term: but shall be eligible for re-election, consecutive term. And, no one shall hold more than one post at the same time. Members who wish to contest for the second term should have relinquished the office of the EC.

#### Article - XVIII

The Hon. 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 news letter.

The nominations shall be called two months before the annual GB meeting. The nomination closes one month before the GB. Withdraw of the nomination papers is allowed till fifteen days before the GB. The election shall be held at the GB meeting.

Nomination papers for the posts of all office bearer (above mentioned) must reach the Hon. General Secretary within stipulated time.

Nomination should be filed in the format prescribed and shall be proposed and seconded by the registered eligible members of the association.

The EC shall form an election committee with returning officer for the smooth conduct of the election.

The returning officer shall be responsible till the results are declared and the same shall be handed over to the President on the association with full signature, date, station and with official designation.

#### Article - XIX : Executive council and It's Meeting:

- i) The members of the executive council shall meet atleast twice a year physically before the

*Jay Akshay*

**JABIR.P.M, BASLP, MASLP**  
Assistant Professor - Audiology &  
Speech Pathology  
General Secretary (ISHA-KSB)  
Reg.No:A22071, ISHA-KSB (L01)  
Baby Memorial Hospital, Calicut

- annual General Body meeting. The EC meeting shall be called within fifteen days notice.
- ii) In the event of not able to meet physically, the Hon. General Secretary in consultation with the President ISHA shall use the electronic media or postal service to obtain the opinion on specific issues of importance.
  - iii) Four members of the executive council shall form a quorum.
  - iv) The president when present shall preside at all the meetings of the executive council. In his absence, Vice President 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.
  - v) In the event of a very important agenda on the Executive Council meeting, the President at his discretion may direct that in his absence vice President of the preside.
  - vi) In every case of voting the president shall have a vote; in every case of tie, the President shall have additional or casting vote.
  - vii) The voting could be either by show of hands or by ballot .

#### Article-XX

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 three opinion is required, he shall do so by post or by electronic mail and accordance with the view of the majority.

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 media and shall take the majority opinion.

#### Article - XXI

The Executive Committee shall exercise general management of the affairs of the Association and shall be the financial and business instrument of the Association. It 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 fourth elsewhere in the laws. Its action in all matters shall be reported to the members of the annual general meeting for information. However the decision of the general body shall be final. EC is bound by the decision of the general body and all the action of the EC must be ratified by the GB.

#### Article - XXII

The property of the Association shall be in the position and control of the Hon. General Secretary and Honorary Treasurer.

#### Article - XXIII

The Hon. General Secretary and the Treasurer shall perform function of his office and as directed by the EC and GB and shall be the responsible to the Association for carrying out the resolution of the association. When found default in the duties, the EC can initiate disciplinary actions against them with the concurrence of the GB members.

#### Article-XXIV

The Hon.. General Secretary and Treasurer shall inquire no extra ordinary expenses above Rs. 1000/- at a time without the previous sanction of the EC except for the purposes holding

*K. S. S. S.*  
*Dr. S. S. S.*  
M. P. ABIN, Professor, Assistant Professor, Specialist Pathology & General Secretary (ISHA-KSB) (L61)  
Reg No: A22071, ISHA-KSB, Calicut  
Set Hospital, Calicut

the annual general or other meetings which he may do so with the concurrence of the president and the Hon. Treasurer, and they follow the plan and budget approved by the GB.

Article-XXV

The Hon. General Secretary shall keep a record of the proceedings of the meeting of the Executive Council, and all accounts shall be open to inspection by any member of the executive council.

Article-XXVI

The books and accounts of the association shall be audited annually and shall be available for inspection to members only at the annual meeting. Accounts and other annual returns etc. will be submitted annually to the Registrar of Societies as required under Societies Registration Act.

Article-XXVII

The Hon. Treasurer shall maintain a true and accurate account of all money received by the association either through him or through the Hon. Secretary or through any other source and he shall make a statement regarding the financial position of the association at the annual general meeting.

On or before the fourteenth day succeeding the day on which the annual general meeting of the association is held, the treasurer shall file the returns with the Registrar comprising of list of names, address 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-XXVIII

The Hon. General Secretary and the Hon. Treasurer shall jointly sign all cheques, notes, bills and other negotiable instruments unless the GB by a resolution passed by a three-fourths majority decided otherwise

Article-XXIX

The executive council will have powers of making rules when deemed necessary inter alia relating to the discipline and professional conduct subject to the sanction of the GB.

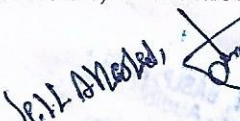
Article-XXX

To tide over the emergency the Hon. General Secretary in consultation with the President may delegate the duties and functions of any office bearers to any other member of the Executive Council.

Article-XXXI

The rules and regulations shall not be repealed, nor any amendment or addition made in the name and rules and regulation of the association, except by a resolution passed by the votes cast in favour 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 time the numbers of votes, if any, cast against the resolution by moved in this behalf atleast two months prior to the meeting at which such resolutions are to be moved, to the memorandum of the association and rules and regulation thereon will be made in conformity with Societies Registration Act.

Further no such amendments to the memorandum and articles of the association be made which prove to be repugnant to the provision of the Section 2 (5) and Section 80 G of Income Tax Act 1961, in addition the approved change must confirmed by similar majority

*Dr. A. M. A. M. A.*  
  
Dr. JABIR.P.M, BASLP, MASLP  
Assistant Professor - Audiology &  
Speech Pathology  
General Secretary (ISHA-KSB)  
Reg.No:A22071, ISHA-KSB (L61)  
Baby Memorial Hospital, Calicut

at a second general body meeting convened by the executive council after an interval of thirty days after the former meeting.

Article-XXXII

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 Article XXXI.

Article-XXXIII

All documents, conveyance and contracts shall be made by the president for the time being until finally accepted by the general body.

Article-XXXIV

All resolutions of the Executive Council shall ultimately be brought (annual general meeting) before the general body for final sanction.

Article-XXXV

**COMMITTEE ON EDUCATION STANDARDS AND ETHICS (CESE)**

The committee on educational standards and ethics (CESE) will be headed by the chairman elected by the GB and shall hold office for a period of three years.

The GB shall nominate, apart from Chairman, three members representing the committee.

The functions of the committee shall be

- a) To look into malpractice of the professional when brought into notice by the members and issue notice to the concern individuals including in malpractice and shall constitute and enquiry commission if need be shall submit report and recommendation for action to the EC of ISHA Kerala State Branch.
- b) To evolve mandatory standards in the training programmes in the state of Kerala.
- c) To strengthen the services for the speech language and hearing disabled.
- d) To support NGOs involved in the rehabilitation of speech and hearing disabled.
- e) To liaison with the Government and R.C.I. in policy matters.
- f) To evolve minimum evolution protocol to be used with patients.
- g) To formulate and conduct CEP for professional
- h) To inform members about various Government Acts relevant to our profession.
- i) To evolve code ethics in practice time to time.
- g) Liaison between the association and similar committee or boards of all foreign association 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, therapists and teachers from India to other countries and vice versa.
- k) Responsible in formulating the guidelines for oration endowment best paper and such other awards from time to time and shall present the same to the EC for further action.

Meetings of the committee: The committee shall meet physically atleast 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 own its without the consent of the EC. The expenditure incurred for

for Medical  
Dr. JABIN P.M. BAP MAS  
Assistant Professor of Audiology  
Speech Pathology (ISHA-KS)  
Secretary (ISHA-KS)  
2071, ISHA-KS  
Hospital, Calicut

the meetings shall be approved by EC and all such expenditures should have the prior approval of the EC.

#### Article-XXXVI

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 GB in addition to chairman and the editor, The board shall comprise of editorial secretary, journal treasurer and three members, nominated by the chairman of the editorial board with the approval of the EC.

The name of the journal shall be Kerala Journal of India Speech Language and Hearing Association (K-JISHA).

The Chairman shall be the Chief Editor, the editorial secretary and the journal treasurer shall be called as assistant editors. The three members shall be called as associate editors.

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 shall also venture upon bringing out on specific issues and monographs.

The committee shall open a bank account at the place of the editorial office (that is office of the editor) and operate its transaction. The editor and the treasurer of the journal shall sign the cheques. The journal treasurer shall submit the audited statement of account for every financial year to the Hon. treasurer of ISHLA- Kerala State Branch who would submit the same to the EC and to the GB. The committee shall be responsible for the maintaining the standard of the journal and shall formulate standard style of the presentation. All action of the journal committee should be get the approval of the EC.

#### Article-XXXVII

Not less than 1/3 amount of the annual subscription including the annual interest that accrued on life membership fixed deposits shall be allocated for the journal. When the journal can sustain on its own the GB at its discretion may reduce its allocation of funds to the journal. Fund thus accumulated in the journal account not spent during the fiscal year, shall be retained for use in future publication. Audited accounts shall be submitted along with the regular statements of accounts. The journal account shall be operated by editor and treasurer if the journal committee. The journal committee shall submit a plan and budget proposal get the approval of the EC and GB with the respect to each year.

The journal committee has the right to raise funds through donations, advertisement sponsorship and shall collect in the name of the journal account of K-JISHA and shall be responsible for its accounts and shall submit the account to the EC and the GB every year at the time of the annual GB meeting.

#### Article-XXXVII

Conventions of the Association shall be held annually. The EC shall recommend three places for holding convention to the GB and the GB shall decide the place. Conventions can be held only in establishments in which meeting can be held without discrimination on the basis of race, religion, university degree.

The EC shall make all arrangements for hosting the convention.

#### Terms and Conditions:

- 1) The Hon. Secretary shall carry out all activities assisted by Jt. Secretary and if required any

*Jett. Secretary*  
Mr. JABIR, P.M, BASLP, MASLP  
Assistant Professor - Audiology &  
Speech Pathology  
General Secretary (ISHA-KSB)  
ICI Reg.No:A22071, ISHA-KSB (L61)  
Baby Memorial Hospital, Calicut

- other members to whom the responsibility is given by the secretary.
- 2) The Hon. Secretary shall appoint one organising secretary from the place of the convention for the purpose of better arrangements and holding the convention in a convenient manner. The banner of the convention should be .....th Kerala State Convention of "India Speech, Language and Hearing Association".
  - 3) The duration of the convention shall be two days including the time allotted to the annual general body meeting.
  - 4) The State Branch can use ISHA emblem, ISHA-Kerala State Branch Emblem as well as the registration number of ISHA Kerala State Branch adequately wherever necessary.
  - 5) The president shall preside over the inaugural function as well as valedictory function in any of the convention and all other invitees should be the guest of honour on the occasion. The secretary and the treasurer of ISHA should be on the dias during the official ISHLA 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 convention rules.
  - 6) The Jt. Secretary will assist the Secretary of ISHA - KSB to conduct all scientific programmes after the inauguration. The secretary, state branch, ISHA will be responsible for all scientific programmes including the CEP.
  - 7) A scientific committee shall be formed by the EC and this scientific committee shall call for papers, review them and decide its statues for presentation in the scientific programme of the convention in consultation with Hon. Secretary of ISHA-KSB.
  - 8) All oration, endowment and such other awards if any (except) best scientific paper award) will be award during the inaugural function.
  - 9) Oration, endowment, lectures and Doctoral presentation shall be in the beginning of the scientific session of the first day on the convention.
- \* Continuing education programme (CEP) is also arranged by ISHA the final decision regarding the topic for CEP shall be in the consultation with executive committee of ISHA.
  - \* All guests speakers of the CEP and those with the oration, endowment or such other equivalent awards, and all the members of the EC of the (ISHA) Kerala state branch shall be treated as guests of the convention and provide with a local hospitalities without any discrimination. No delegation fee shall be charged in respect of them.
  - \* For speakers of CEP and individuals as toward with awards, the association shall take care of their travelling expenses and also shall look after their local hospitality during the programme.
  - \* Any award to be presented or instituted by the association during the conference should be with the approval of the EC of ISHA-KSB.
  - \* The bonafied students (under graduates/post graduates) of the speech and hearing course shall be given concession in delegate fee in the addition (ISHA-KSB) shall issue recommendation letter on request to avail travel concession to attend the convention.
  - \* The organising secretary shall produce the audited statements of account to the EC within 20 days after the convention and shall transfer the remaining money if any obtained through the convention to the EC.
  - \* The arrangements for the CEP scientific sessions shall be done in the consultation with the honorary secretary of ISHA- KSB.

*S. J. N. N. N.*  
Dr. J. S. P. M., BASLP, MASLP  
Assistant Professor, Audiology &  
Speech Pathology  
General Secretary (ISHA-KSB)  
Reg. No. A22071, ISHA-KSB (K)  
Memorial Hospital, Calicut



### Article-XXXIX

In period of emergency, the Executive Council may, by three-four votes (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 brought before the general body.

### Article-XL - Local Branches

- a) For promoting the objectives of the association, the members may form their local branches and shall call the branch as "INDIAN SPEECH, HEARING & LANGUAGE ASSOCIATION..... Branch." However, there shall be only one branch in each district of state.
- b) There shall be minimum membership of 30 in the geographical area of the branch in order to form a local branch. All the members of the executive council of the branch shall be the life members of ISHA-KSB.
- c) Local branches shall be independent of each other and autonomous as far as their internal management is concerned, but their rules shall not be conflict with the rules parent body (main association). A copy of the memorandum of the association of the local branch shall be submitted to the executive council of state branch and all subsequent changes in the rules shall be notified to the secretariat of the main body (ISHA) Kerala State Branch.
- d) Indian speech, language and hearing association (ISHA), Kerala State Branch Shall not be liable for any of the debts and liabilities of any of the local branches.
- e) The branches 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 operate jointly by the local honorary treasurer and local honorary secretary.

### Article-XLI

Either an eminent scientist or a senior member of the association should inaugurate the scientific session.

### Article-XLII

Whenever a new edition of the Memorandum and Rules and Regulations of the Association id published. it should be cited by the year of its publication.

### Article-XLIII

#### Code of Ethics

Preamble : The profession of speech language 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 standards 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.

*J. P. ANAND*  
  
A. JABIR.P.M, BASLP, MASLP  
Assistant Professor - Audiology &  
Speech Pathology  
General Secretary (ISHA-KSB)  
ICI Reg.No:A22071, ISHA-KSB (L61)  
Baby Memorial Hospital, Calicut

## Section A

- 1) The welfare of the people to whom the profession is serving, be considered of paramount importance:

The member who engages in the professional work must possess appropriate qualifications.

- a) The member must not provide services for which he has not been properly trained :
  - b) 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 programme. 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.
  - c) The member must not accept any remuneration for providing service until the necessary course work and clinic practical work is completed.
- \* A member who holds a part-time appointment in a free clinic must not direct the cases to their private clinics.

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 case to the best of his ability irrespective of who the case is, or how much a case can or will pay for the services.
- b) The member must not guarantee the results of any speech and hearing consultative of 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.

Any confidential information regarding a case must not be revealed to any unauthorized individuals without the prior permission of the case.

- a) Cases 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 cases before the case is subjected to any research study. The member should explain the case's inclusion into the study and shall explain all the consequences if any without hiding any facts. If the case 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 case 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 cases in the name of the treatment. To avoid possible misunderstanding, misinterpretations, the testing or therapy should be carried out in the presence of parents or their (cases) guardians.

The member should not deprive any case of his service based on cast creed religion, literacy or socioeconomic status

- (4) The member must not exploit cases.
  - a) By accepting them for treatment - unnecessarily for monetary benefit and where improvement can not be reasonably expected to acquire
  - b) by prolonging the treatment unreasonably for monetary benefit.
  - c) by giving false hopes.;
  - d) by giving devices without full satisfaction and acceptance by the case.

*Dr. H. Jabir*  
Mr. JABIR P.M., BASLP, MASLP  
Assistant Professor - Audiology &  
Speech Pathology  
General Secretary (ISHA-KSB)  
Reg.No:A22071, ISHA-KSB (Loy)  
Memorial Hospital, Calicut

- (5) The member must use every resource available including referral to other specialities before preparing comprehensive rehabilitative programme for the cases.
- \* 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 colleges are many :

- 1) The profession of speech and hearing course for professional interaction with different specialities and hence the members is expected to maintain high professional status.
- 2) The member should establish a harmonious relation with others.
- 3) The Member should seek free profession discussion of all the theoretical practical issues, but avoid personal vindictive directed towards profession colleagues or members of allied profession.

#### Section "C"

Member of ISHLA has other responsibilities:

- 1) The member must not use the name(s) of the association (s), like MISHLA, KASHLA etc., along with professional qualifications as the public may mistake it for higher qualifications if needed the same may be written with the elaboration or by specifically mentioning member of ..... (Organisation)
  - 2) The practicing clinician must not thrust any particular product/products on the cases when options are available, the clientele must have the options to select the product of his choice, which gives him the best satisfaction. However, the practicing clinician upon his discretion is authorized to choose the treatment criterious/plan/methods and dispense product, on the best interest of the person served professionally.
  - 3). The clinician in practice must not indulge in unhealthy advertisement. If they are recipient of any awards of the association or awards given by business establishment they shall not use the names of these awards to promote their practice or advertisement. They shall indicate on their business cards the name, qualification, address type of service being offered, telephone numbers and the ISHLA life membership number, they shall give location in the classified section of the telephone directory in the manner customarily followed by decisions and attorneys the name of the association shall not be used in such advertisement.
- \* The member must not engage in commercial activities that conflict with 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 any product related to the professional.
  - 6) A member employed by a manufacturer or publisher shall adhere to the ethics or their organisation and shall not be in conflict with objectives of the association.
  - 7) When the difference of opinion exist between the member, that should be sorted out at their personal level and should not be used as weapons against each other during meetings, conventions or professional discussions.
  - 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 education of the public regarding speech and hearing problems and other matters lying within the professional competence.

*J. L. Alamed, J.*

*J. L. Alamed, J.*  
Mr. JABIR P.M, BASLP, MASLP  
Assistant Professor - Audiology &  
Speech Pathology  
General Secretary (ISHA-KSB)  
ICI Reg.No:A22071, ISHA-KSB (L01)  
Baby Memorial Hospital, Calicut