

GUIDELINES FOR STARTING BRANCHES AND CHAPTERS OF INDIAN SPEECH AND HEARING ASSOCIATION (ISHA)

Prepared by

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Guidelines for Branches / Chapters of ISHA

DEFINITIONS

Branch : An association organized in a State or in the Union Territory in INDIA will be known as Branch of ISHA

Chapter: An Association organized within a State will be known as Chapter of the State Branch.

(There may not be a need for a CHAPTER in an Union Territory as the size (area and population) is small.)

Eg.: Association in Tamil Nadu will be known as INDIAN SPEECH AND HEARING ASSOCIATION - TAMIL NADU STATE BRANCH. There will be only one ISHA BRANCH in a State .

Association in Coimbatore (a city in Tamil Nadu) will be known as COIMBATORE CHAPTER OF INDIAN SPEECH AND HEARING ASSOCIATION –TAMIL NADU STATE BRANCH

FORMATION OF A BRANCH:

1. To form a BRANCH there must be a minimum of 15 Audiologists and Speech-Language Pathologists. All of them should be members of National ISHA . A person who is not a member of ISHA can not become a member of a branch.
2. A BRANCH which needs to be established should select a person for communication with ISHA. The selected person should send a request letter for seeking permission to start a BRANCH. ISHA will send an application form which need to be filled by the 'selected person' . The application will also demand list of members who will form the 'Founder members'. The application form along with the members list must be sent to Secretary ,ISHA.
3. The office of ISHA (EC) will verify the members list and application form for eligibility and communicate to the 'selected person' (within two months from the date of receipt of the application) regarding the permission to start the BRANCH..
4. After receiving the permission, the members must select office bearers. The office bearers must consist of
 - President -one
 - Secretary- One

- Treasurer - One
 - Executive members-Three .
5. The selected members LIST (with signatures and ISHA membership number of all the members given the previous communication) must be sent to Secretary, ISHA.
 6. ISHA will communicate (within two weeks from the date of receipt of the list of elected office bearers)to the newly selected Secretary of proposed BRANCH asking to register the BRANCH with the local Govt. administration (Usually Registrar of Societies) within stipulated time. Till the BRANCH is registered, it will be called as BRANCH (ADHOC)
 7. The BRANCH (ADHOC) will prepare a draft for registration (Memorandum of Association)and send to Secretary ,ISHA. Then ISHA will accept after going through the draft and communicate to the BRANCH (ADHOC) , within one month from the date of receipt of the draft . The name of the BRANCH to be registered will be as INDIAN SPEECH AND HEARING ASSOCIATION –(Respective State) BRANCH

Eg. : INDIAN SPEECH AND HEARING ASSOCIATION-TAMILNADU STATE BRANCH

8. BRANCH (ADHOC) will proceed for registration. Registration process must be completed within 3 months from the date of communication on accepting the draft for registration from the ISHA
9. BRANCH must be registered only as 'Society' not as 'Trust'
- 10 The copy of registration , must be sent to Secretary, ISHA within 15 days after registration.
10. ISHA will issue a BRANCH CODE NUMBER, which will be used in all correspondences.
11. The existing State BRANCHES (As specified above) need not follow the formation regulations. However the name should be changed as specified above (EG.; THE existing name of the Tamil Nadu Branch is registered as INDIAN SPEECH AND HEARING ASSOCIATION –TAMILNADU. Now, it should be changed as INDIAN SPEECH AND HEARING ASSOCIATION-TAMILNADU BRANCH.) Necessary changes be made in their registration with the respective Governments (Registrar of Societies) and the copy must be submitted within 6 months from the date of notification from the Secretary of ISHA.

12. The existing BRANCHES MUST ALSO HAVE MINIMUM NUMBER OF MEMBERS AS SPECIFIED ABOVE. IF NOT, THE BRANCH WILL NOT BE RCOGNISED by ISHA.

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FORMATION OF A CHAPTER:

1. No CHAPTER be formed in a State without formation of the BRANCH of ISHA.
- 2 To form a CHAPTER, there must be a minimum of 10 speech and hearing professionals. All of them should be members of ISHA and respective State BRANCH . A person who is not a member of ISHA and State Branch can not become a member of a CHAPTER.
2. A CHAPTER which needs to be established should select a person for communication with Secretary of STATE BRANCH OF ISHA. The selected person should send a request letter for seeking permission to start a CHAPTER. The STATE BRANCH OF ISHA will send an application form which needs to be filled by the 'selected person' . The application will also demand list of members who will form the 'Founder members' of the CHAPTER.. The application form along with the members list must be sent to Secretary ,STATE BRANCH OF ISHA.
4. The office of STATE BRANCH OF ISHA (EC) will verify the members list and application form for eligibility and communicate to the 'selected person' regarding the permission to start the CHAPTER..
5. After receiving the permission, the members must select office bearers. The office bearers must consist of
 - President -one
 - Secretary- One
 - Treasurer - One
 - If the members feel, they may have Executive Council. Not a mandatory for CHAPTERS to have executive council members.
6. The selected members LIST (with the signatures of all the members given in the previous communication) must be sent to Secretary, STATE BRANCH OF ISHA.

7. The State BRANCH OF ISHA will communicate to the newly selected Secretary of proposed CHAPTER recognizing THE CHAPTER.
8. Secretary of STATE BRANCH should communicate to the Secretary, ISHA regarding the formation of NEW CHAPTER in their BRANCH giving full details of members of the new CHAPTER.
9. ISHA will allot a Code number to the new CHAPTER and communicate to the respective BRANCH and the CHAPTER.
10. The CHAPTER name should be as '-----CHAPTER OF INDIAN SPEECH AND HEARING ASSOCIATION - ----- BRANCH'. Eg.: A chapter in Coimbatore in the State of Tamil Nadu must be named as 'COIMBATORE CHAPTER OF INDIAN SPEECH AND HEARING ASSOCIATION – TAMILNADU BRANCH'
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ROLE OF ISHA BRANCHES AND CHAPTERS

Public awareness:

Branches & Chapters are to bring out public awareness regarding various disorders and available management options for such speech, language and hearing impairment.

Manpower requirement:

Branches & Chapters should evolve a mechanism to monitor manpower to serve speech, language & hearing disabled in the respective community. Cultivate continual efforts to meet the demands of the community with hearing and speech-language impairment.

Research:

Encourage scientific study of the process involved in speech-language and Hearing, to promote investigation of speech language and hearing disorders, foster improvement of therapeutic procedures for such disorders.

Academic responsibility:

Continuous efforts to encourage positive academic contribution wherever applicable by means clinical and experimental researches.

Knowledge sharing among professionals:

Stimulate exchange of information among professionals.

Conducting conferences/workshops/seminars:

Branches should conduct annual state conferences and send the report to ISHA National Secretary & Chapters should show their active existence by conducting atleast one conference/workshop/seminar/CRE to benefit professionals/students.

Quality of clinical service:

Ensuring quality of service delivery by professionally qualified people thereby aiming at optimizing rehabilitation.

Communication with ISHA:

In order to develop good bonding between national association and state branch , meeting of state secretaries should be held before the national convention every year. Each state branch can send their secretary or depute one representation to meet the national body. This will enhance not only the number, active participation and sustenance of the state branch, but also sharing of problems/issues of chapters with national body for the overall growth of the profession.

Each state branch should send branch ANNUAL report to ISHA Secretary on or before the date specified by ISHA..

Legal issues:

Branches & Chapters would file their legal issues with the national body and further to the governing body to accelerate the action to be taken to resolve the issue.

Conducting national convention:

Branches & Chapters should take initiative to conduct national convention regularly. In case of lack of representation to conduct national conferences, two or more chapters can opt to conduct conferences with separate rules and regulations with prior permission from the national body.

To conduct National Conference, state branch should have experience in conducting minimum two state level conferences in the past 3 years.

Participation in national convention:

Branches should be given importance by the ISHA, keeping scientific sessions for the awarded best papers from each branch

AWARD FOR THE BEST STATE BRANCH:

Award can be constituted to best state branch to promote ISHA activities

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