



InSPA Rules and Regulations 2009 and amended in 2019

Part II

Indian School Psychology Association

(Regd. No. 583/2009)

Puducherry

Rules and Regulations

(As amended in the 13th General Body Meeting held on 14.11.2019)

Part-II

1. **Name: Indian School Psychology Association (InSPA)**

2. **Jurisdiction:**

The Indian School Psychology Association is within the jurisdiction of Registrar of Companies, Puducherry, at #17,14th Street, Krishna Nagar, Puducherry – 605 008. India

3. **Accounting Year**

The accounting year of the Indian School Psychology Association shall be from 1st April to 31st March.

4. **Membership, Admission and Fees**

There shall be three classes of membership, namely Life Member, Institutional Member, and Annual Member

- a) **Life Member:** All those who are qualified graduates with psychology, known to be of good character in the community, may become Member of the Association and shall be member by remitting Rs.3000/- and will be called Life Member by issuing a certificate and Identity Card.
- b) **Institutional Member:** Institutions with interests related to the Association may become Institutional Member by remitting Rs.10,000/- on one time basis. One institution shall nominate one person as representative of the institution to participate in the Association activities by issuing Association Identity card to the individual and certificate to the institution.
- c) **Annual Member:** All those who are qualified graduates with psychology, known to be of good character in the community, may become Annual Member of the Association and shall be member by remitting Rs.600/- and will be called Annual Member. They will be enrolled once in a year between January and March by issuing a certificate and Identity Card for the particular year.
- d) **Associate Member:** All those who are studying as graduates/research scholars in the filed psychology, known to be of good character in the community, may become Associate Members for five years of the Association and shall be members by remitting Rs.1000/- and will be called Associate Members. They will be enrolled once in a year between July and September. They are not eligible for participating in election or any of the voting in the Association. If they want to become Life member of the Association, they shall

pay Rs.3000/- and newly enroll as Life member from the date of remittance of the payment (*As amended by the resolution No. 10/2021/07 of the 14th General Body meeting held on 24.4.2021*).

(i) Admission:

Any person who is a graduate in psychology known to be of good character in the community and is committed to promoting human values and development of school psychology, and accepts the Aim and Objectives of the Association is eligible for admission as a member in the Association, and can be introduced by any active Life Member or any member of the Governing Council. No individual shall claim their membership in the Association as a matter of Right.

(i) Fees:

All members shall pay an admission fee of Rs.100/- In case the member wants to withdraw their membership there will be no refund, or replacement of any other individual as a member in their position

Register of Members:

A register of Members, exhibiting all the relevant details, shall be kept in the Association in which all changes from time to time given in writing by the members such as designation, address, disqualifications, cessation, etc. taking place from time to time shall be noted and attested by the President of the Association.

5. Rights, Duties and Privileges of Members:

- Every life member shall be entitled to vote, subject to the following Subsidiary Rules:
- Only life Members shall be eligible to participate and vote in any election held by the Association.
- All life Members must provide all information, assistance and cooperation to the Association for its effective functioning.

6. Disqualification of Members:

Any member may be disqualified by the Governing Council for non-payment of fees, dues, etc. and or any other reason as may be decided and deemed unfit by the Governing Council, as per the Aim, Objectives, and Rules and Regulations of the Association.

7. Cessation of Membership:

- a. resignation of Member
- b. demise of the Member
- c. Termination of membership by the Governing Council for any act or guilt of conduct contravening the Aim and Objectives, and Rules and Regulations of the Association or acts in any way injurious to its welfare.

8. **General Body:**

The General Body of the Association shall consist of all the Life Members and Institutional Members.

9. **Powers and Functions of the General Body:**

The power and functions of the General Body of the Association shall be:

- a) To supervise, guide and control all the activities of the Association subject to the powers, duties and functions assigned to the National Council, Governing Council and Office bearers, as per the Rules and Regulations.
- b) The ultimate authority of the Association shall vest with the General Body members.
- c) Provided that, nothing contained in these bylaws shall affect the exercise of the Governing Council or any officer of the Association or any Power Conferred on such Council or officers as per rules and regulations.
- d) Annual General Body Meeting, the general Body Meeting shall be called once or twice every year.
- e) The General Body Meeting shall be convened by a resolution of the Governing Council.
- f) **Place:** No General Body Meeting of the Association shall be held except in the premises, where its office is located or any other public places at the Headquarters of the Association to which all the members have access
- g) **Notice:** a) Not less than seven clear days' notice shall be given to the members before a general body meeting convened. (b) Such notice shall specify the date, time and place of the meeting and should state the nature of business to be transacted at the meetings. (c) Such notice shall be given in one or more of the following modes: 1.by postal delivery, 2. by circulation among the members, 3. by publications through the press, 4. by displaying in the Notice Board of the Society, and 5. by Newsletter.
- h) In the case of amendments to by-law, the notice shall be sent to each member in due time and such notice shall give the members reasonable time to understand the nature of the amendments proposed.
- i) **Chairman:** The president of the Association shall preside over the meeting of the General Body. In his absence, the senior vice-president shall preside over the meeting. In the case of their absence any member of the Council chosen within them shall preside the meeting.
- j) **Voting:** Every Life Member shall attend meetings in person, when possible, and shall have one vote each.
- k) **Quorum:** The quorum for a general body meeting shall be fifteen (15) or one-third (1/3) of the total number of members on roll at that time, whichever is less.

10. Annual General Meeting:

The Annual General Meeting shall be held on or before 30th May of every year, date will be determined by the Governing Council. Among other matters it shall consider and approve:

- a) The accounts of the preceding year
- b) Consider the auditor's report
- c) The plan and budget for the following year
- d) Review activity reports of the council
- e) Appointment of committees and auditors

11. Special General Meeting:

- a) The President may convene a special General Body meeting as and when she/he resolves and on receipt of a requisition in writing from not less than one third of the total membership eligible to vote. Such a requisition meeting shall be called within fifteen days on receipt of the requisition. A requisition for a special General Body meeting shall state the purpose for which it is being requisitioned and such a meeting shall transact only the subject specified in the notice.
- b) In all General Body meetings if there is no proper quorum then the meeting shall be conducted one hour after the scheduled time with the Members present
- c) To consider and approve the Governing Council's report, annual accounts, auditor's report, etc.
- d) To consider and decide on any subject that may be brought before it by the Governing Council.
- e) To elect members to the Governing Council as per the procedures stated under the Rules and Regulations.

12. Governing Council:

- a) The Governing Council is the supreme body of the Association, which shall consist of seven members: i) President, ii) two Vice-Presidents, iii) a Secretary, iv) two Joint Secretaries, and v) a Treasurer,
- b) Special Invitees: i) Past President, ii) Editor of the Newsletter, iii) Editor of the InSPA Journal, and iv) any three State Conveners.
- c) Any vacancy in the Governing Council occurring at any time shall be filled by the remaining members in the next meeting, and they shall hold office for the unexpired portion of the term to which the vacancy relates.
- d) Any vacancy in the Governing Council shall not affect the powers, duties, and functions of the Governing Body and shall not invalidate any act of the Governing Body performed under Articles of the Memorandum of the Indian School Psychology Association and its Rules and Regulations.

- e) The first Governing council shall consist of members as detailed in Article 6 in the Memorandum of the Indian School Psychology Association.

14. Elections to the Governing Body:

At the Annual General Meeting to be held on or before the 30th May every year.

- a) The period of the first Governing Council will be for five years. The period may be extended by the General Body.
- b) A retiring member shall be eligible for re-election to the Governing Council.
- c) The electing of the Governing Council shall be held as per the calendar of events, published by the Governing Council from time to time.

15. Power, Duties and Functions of the Governing Council:

- a) The Governing Council shall meet as often as necessary, but at least once in three months.
- b) The Governing Council meeting shall be convened by the President, by giving at least seven days' notice along with the agenda for the meeting. However, a shorter notice is permissible in special circumstances.
- c) The meeting of the Governing Council shall be presided over by the President, and in their absence by the Vice-President and in the absence of both, the members present shall elect a Presiding Officer.
- d) The quorum for the Governing Council meeting shall be four members of the Governing Council on the date of the meeting. Every decision shall be made by a simple majority and the Presiding Officer, shall exercise their vote only in case of an equal number of votes.
- e) Any member of the Governing Council who has absent themselves from three consecutive meetings of the Governing Council, without intimation to the Governing Council shall be deemed to have vacated their office in the council.
- f) The Governing Council shall arrange to carry on the administration of the Council, as per the Articles of Memorandum of the Indian School Psychology Association and its Rules and Regulations.
- g) The Governing Council shall frame conditions of eligibility for membership in the Indian School Psychology Association and admit members.
- h) The Governing Council shall raise funds for the Indian School Psychology Association and control all its financial affairs.
- i) The Governing Council shall acquire, purchase, lease, own, mortgage, hypothecate, sell, dispose of, gift, and donate any movable and immovable assets of the Association.

- j) The Governing Council shall formulate policies on all staff matters, including recruitment, appointment, promotions, disciplinary action, suspension, removal retirement, other service conditions, etc.
- k) The Governing Council shall appoint attorneys, solicitors, agents, etc., into the Association to defend legal proceedings, etc., on its behalf.
- l) The Governing Council may establish branches, centers, sub-centers, related Associations, etc., to effectively carry on its activities.
- m) The Governing Council may constitute any committee, special committee, curriculum committee, advisory committee, advisory board, examination board, etc., as required to effectively carry on its activities.
- n) The Governing Council may delegate any of its powers to the President, Secretary, or to any other member of the Governing Council for a particular purpose in line with the Aim and Objectives, and Rules and Regulations of the Association.
- o) The Governing Council shall ensure the returns that may be due to any government or statutory authority are filed periodically.

16. Cessation of Membership of the Governing Council:

Membership on the Governing Council shall cease on:

- a) demise of the Member,
- b) resignation by the Member,
- c) removal by the General Body,
- d) disqualification of primary membership,
- e) being absent for three consecutive meetings of the Governing Council without intimation

17. Powers and Duties of Office Bearers:

i) The President:

The President shall have overall supervision and control over all matters relating to the administration of the Indian School Psychology Association.

- He/she shall preside over all the meetings of the Governing Council and General Body, whenever he/she is present at the meeting.
- He shall represent the Indian School Psychology Association to sue and or to be sued on behalf of the Indian School Psychology Association.

ii) The Vice-Presidents:-

In the absence of the President, they shall act as President. He/she shall generally assist the President and shall perform functions assigned by the President from time to time.

i) The Secretary:

The Secretary shall run the office of the Association with the Treasurer according to the Rules and Regulations under the guidance of the Governing Council. He/she shall, with the approval of the President:

- a) Implement the resolutions of the General Body and the Governing Council.
- b) Maintain the records and the properties of the Indian School Psychology Association.
- c) Appoint office staff in consultation with the office bearers and exercise administrative control over all employees of the Indian School Psychology Association.
- d) In conjunction with the Governing Council, determine the powers, functions and responsibilities of the employees of the Indian School Psychology Association.
- e) He/she shall be the correspondent and the custodian of its records and properties.
- f) Perform all functions assigned by the Governing Council.

iii) The Joint Secretaries:

In the absence of the Secretary they shall jointly act as Secretary. They shall generally assist the Secretary and shall perform functions assigned by the Secretary from time to time.

iv) The Treasurer:

The Treasurer shall manage the funds of the Indian School Psychology Association; issue receipts for the money received on behalf of the Indian School Psychology Association and maintain correct accounts of the Indian School Psychology Association.

He/she shall operate the accounts of the Indian School Psychology Association in banks and other institutions, endorse, sign, and handle cash and checks, transfer negotiable instruments, promissory notes, securities and other instruments on behalf of the Indian School Psychology Association jointly with the Secretary as authorized by the Governing Council.

18. National Council:

The National Council is the advisory body of the Association, which shall consist of state conveners and various coordinators nominated by the Governing Council from time to time. Any vacancy in the National Council shall be filled by the Governing Council, and they shall hold office for the unexpired portion of the term to which the vacancy relates. The National Council shall be convened by the President once in six months or whenever required by the Governing Council.

19. Accounts:

The Governing Council shall nominate a two-member committee among themselves to ensure maintenance of proper and appropriate books of accounts with respect to:

- a) All sums of money received and expended by the Indian School Psychology Association and the matters in respect of which the receipts and expenditures take place.
- b) The assets and liabilities of the Indian School Psychology Association.

20. Resource:

The resources to support the activities of the Indian School Psychology Association shall consist of:

- a) Membership fee
- b) Grants, donations, loans, and other contributions from the members, government, corporate bodies, colleges, universities, individuals, etc., for general as well as specific purposes.
- c) Returns from investments of trust, capital, and endowed funds.
- d) Income arising out of its activities.
- e) Any other income.

21. Amendments to the rules and regulations:

1. Any amendment to the Rules and Regulations shall be made with the approval of two-thirds of the General Body Members and as per the procedure laid down in the Societies Registration Act 1860.
2. Subsidiary rules shall be made by the Governing Council from time to time for effective functioning of the Indian School Psychology Association.

22. Dissolution:

In the event of dissolution or winding up of the Indian School Psychology Association, the assets remaining after full satisfaction of its liabilities shall under no circumstance be distributed among members, but the same shall be transferred to other organizations whose objectives are similar to that of the Association, and such dissolution shall take effect only if carried out as in the procedures laid down in the Societies Registration Act 1860.

23. For Matters not mentioned in these Rules and Regulations, the provisions made in the Societies Regulation Act No. XXI of 1860 will apply.

(Prof. B. Mukhopadhyay)
President

(Dr. Panch. Ramalingam)
Secretary

Dated: 14.11.2019
Place: Puducherry