

**CONSTITUTION OF**  
**THE INDIAN SOCIETY OF EXTENSION EDUCATION**  
**FOUNDED IN 1964-65**  
**REGISTRATION NO. : S-2504**

**AMMENDMENTS**  
**WITH EFFECT FROM**  
**20, December, 2007**

**HEADQUARTERS**  
**DIVISION OF AGRICULTURAL EXTENSION**  
**INDIAN AGRICULTURAL RESEARCH INSTITUTE**  
**NEW DELHI-110 012**

## **Clause 1: NOMENCLATURE**

**1. THE NAME OF THE SOCIETY SHALL BE "INDIAN SOCIETY OF EXTENSION EDUCATION". THE HEADQUARTER SHALL BE IN DELHI.**

## **Clause 2: OBJECTS**

2.0 The objects of the society shall be to advance the cause of Extension Education. The Society shall seek to achieve the objects by:

2.1 Publishing an extension education journal, which shall be called "Indian Journal of Extension Education", books, monographs etc. The journal shall publish research articles, book-reviews, reports etc.

2.2 Facilitating closer association amongst members and other scientific workers in India and abroad for promoting professional experience in teaching, research and extension.

2.3 Encouraging fundamental as well as applied researches in the field of extension education.

2.4 Organizing National/International symposia, Seminars, Workshops, Conferences, Training Programmes etc. for dissemination of scientific knowledge among scientists, extension personnel, policy makers, and administrators.

2.5 Undertaking any other activities as approved by the Executive Council of the Society.

## **Clause 3: MEMBERSHIP**

3.1 Membership shall be open to individuals and institutions actively engaged or having interest in the field of Extension Education. Any such individual or institution may become a member by paying the membership fee.

3.2 There shall be five classes of members: Life, Corporate, Honorary, Ordinary and Student.

3.3 Any individual having Master or Doctoral degree in Extension Education can become an ordinary or life member of the society by paying fee determined for the purpose.

3.4 The Honorary membership shall be restricted to persons eminent for their contributions in Extension Education, and their term will not exceed 5 years. Honorary members shall be elected on the unanimous recommendation of the Executive Council and by 4/5 of those present (with voting rights) at the Annual Body Meeting.

3.5 Corporate membership shall be open to societies, Association and other groups interested in the field of Extension Education which shall be presented by one nominee in the General Body of the Society without any voting right.

3.6 Any student in the University, College, Technical School or Research Institute pursuing Master or Doctoral Degree in Extension Education may become student member of the society (valid for five years only).

#### **Clause 4: PRIVILEGES OF MEMBERS**

4.1 Ordinary and Life members shall have the right to vote and hold office and shall be entitled to receive a copy of the Indian Journal of Extension Education. Voting by proxy shall not be permitted. Corporate member shall also receive a copy of the -Indian Journal of Extension Education.

4.2 Honorary members shall enjoy all the privileges of ordinary member without having to pay the subscription, except that they shall not be eligible to hold any office or to vote. Similarly, student members shall enjoy all the privileges of ordinary members except that they shall not be eligible to hold any office or to vote.

#### **Clause 5: SUBSCRIPTION AND MEMBERSHIP**

5.1 The subscription and membership rates which may be fixed and revised by the Executive Council from time to time will for one calendar year (January to December). Persons whose ordinary membership is up-to-date by December of the preceding year shall be valid for all purposes in the current calendar year. Life membership, however, is valid if it is secured before the announcement of EC election of the ISEE.

5.2 The rates of all publications (including the journal) shall be fixed by the Executive Council.

5.3 The financial year shall be from 1st April to 31st March.

#### **Clause 6: PATRONS**

6.1 Any person of eminence proposed by the Executive Council and approved by the General Body can be nominated as a patron.

#### **Clause 7: EXECUTIVE COUNCIL**

7.1 There shall be an Executive Council, which shall carry day-to-day affairs of the society according to the general policy of the society.

7.2 The Executive council shall consist of:

President	1
Vice President	5 (One each from 5 Zones)
Secretary	1
Treasurer	1
Joint Secretary	1
Chief Editor	1
Executive Councillors	Proportionate zone-wise 50 Members = 1 Councillor

7.3 The actual number of Executive Councillors will be proportionate to the current membership of the society from each zone. For every 50 members, there will be one councillor. However, there will be a minimum of one member from each zone. In case of no nomination from a zone is received, the post of Executive Councillor will remain vacant which the President of ISEE will fill-up later on by nomination. The Executive council shall be elected for a period of three years.

#### **7.4 ZONES**

##### ***East Zone;***

Bihar, Jharkhand, West Bengal, Assam, Orissa, Meghalaya, Tripura, Mizoram,

Arunachal Pradesh, Andaman Nicobar Islands, Lakshadweep, Nagaland and Sikkim.

***North Zone:***

Delhi, Haryana, Punjab, Himachal Pradesh, UT of Jammu & Kashmir, UT of Ladakh

***West Zone:***

Maharashtra, Goa, Daman & Diu, Rajasthan, Gujrat.

***Central Zone:***

Uttar Pradesh, Uttrakhand, Madhya Pradesh and Chhattisgarh.

***South Zone:***

Tamil Nadu, Andhra Pradesh, Karnataka, Kerala and Pondicherry.

**7.5 Duties and responsibilities of the office bearers:**

**(a) President:**

(i) The President shall preside over all the Executive Council meetings and General Body Meetings.

(ii) The cheque shall bear the signatures of the President or Secretary and the Treasurer.

(iii) All the programme shall be implemented through the President. President shall supervise all the activities of Society and guide in proper implementation of the programmes in consonance with the Rules and Regulations.

(iv) The President shall cast the vote if there is a tie.

(v) The President shall be responsible for the formulation of the policies and the implementation of the same duly approved by the Executive Council.

**(b) Vice Presidents:**

(i) In the absence of the President, one of the Vice Presidents will preside over the meetings of the Executive Council and General Body.

**(c) Secretary:**

(i) The Secretary shall be the Chief Executive of the society.

(ii) He will be the custodian of the assets and records of the society.

(iii) He shall call for the Executive .Council Meeting, General Body Meeting and Special General Body Meetings as per the rules and with the approval of the President and maintain the minute's book and record of all the proceedings.

(iv) He will be in custody of imprest money for routine expenditure.

(v) He will implement the decisions of General Body and Executive Council. He will strictly adhere to the sanctioned budget.

**(d) Treasurer:**

(i) The Treasurer shall be the custodian of all the funds, investment, and operation of funds of the society.

(ii) Treasurer shall be responsible for presenting the financial statements to the Executive Council for its approval. He will get audit of accounts done through approved Chartered Accountants and presenting the same to the Annual General Body Meeting after getting approval of the Executive Council.

(iii) He will receive and deposit it all moneys in Society is Bank Account as per the procedure fixed in the Rules and Regulations.

(iv) He shall be responsible for maintenance of financial records as required by law.

**(e) Joint Secretary :**

He shall carry out the work assigned by the President and the Secretary and in absence of the Secretary; he will cajrry out all such duties as are normally discharged by the Secretary.

**Clause 8: EDITORIAL BOARD**

Editorial Board shall be constituted as under :

President- ISEE	Chairman
Chief Editor	Convener
Editor North-Zone	Member
Editor South-Zone	Member
Editor East-Zone	Member
Editor West-Zone	Member
Editor Central Zone	Member

8.1 Chief Editor and Editor of the respective zone shall be elected for a period equivalent to the period of Executive council. Since EC period is three years, the term of Editorial Board will also be for three years.

8.2 The Chief Editor shall perform the usual duties devolving upon that office and be responsible for the publication of the journal and other publications of the society. The Editorial Board will be responsible for implementation of editorial policy as laid down by the Executive Council from time to time.

### **Clause 9: MEETING OF THE EXECUTIVE COUNCIL**

9.1 The council meetings shall be held at least once in six months.

9.2 The date and time of each meeting of the council shall be announced at least two weeks in advance. Seven members of the council shall form a quorum. If there is no quorum, the meeting can be adjourned and convened again after 30 minutes break. There is no need of quorum for the adjourned meeting.

9.3 The ordinary meeting of the council shall be called by President at a request made by five members of the council, or at the Presidents own discretion.

### **Clause 10: MEETINGS OF THE SOCIETY**

10.1 The general Body meeting of the society shall be held every year.

10.2 The time, place and agenda of the General Body Meeting shall be decided by the executive council, and notified at least 30 days in advance.

10.3 Extra ordinary General Body Meeting of the society shall be called if one third of members of the society make a signed request to the Secretary for convening such a meeting or at the President' s own discretion.

10.4 The meetings of the society shall be presided over by the President or in his absence, by one of the Vice Presidents or by one of the members of the Executive Council in their absence.

10.5 In the Annual General Body meeting of the Society, the Chief Editor will present the report on the activities of the Editorial Board.

10.6 The meeting of the Editorial Board shall be held at least once in six months.

10.7 Any EC Office bearer or Councillor or any member of Editorial Board who remains Absent from three consecutive meetings shall be replaced by the president at his own discretion.

### **Clause 11: ELECTION OF OFFICER-BEARERS**

11.1 The Members who have three years of standing as life Members in the Society shall be eligible to contest for elections to the position of office bearers. However, in case of the positions of President and Secretary he/she should have Ten years as life Member in the Society.

11.2 The election of office-bearers shall be conducted by a Returning Officer who shall be nominated by the Executive council. The council will also nominate three members to assist the Returning Officer in conducting the election.

11.3 The following procedure shall be adopted for the election:

(a) The Returning Officer shall notify election schedule, invite nominations on prescribed Performa from members entitled to vote. The nomination paper shall be signed by the candidate seeking election to an office and shall be duly seconded by another member of the society who has voting right.

(b) Nominations shall be scrutinized by the Returning Officer and the committee constituted for this purpose within seven days of last date of receipt of the nomination paper.

(c) The ballot paper containing the names of the valid candidates for the different offices will be mailed by the Returning Officer to the members in a special envelope provided for this purpose with advice to return the same within the prescribed dates after exercising their franchise.

(d) The candidate or his nominee is entitled to be present at the time of counting.

(e) In case of tie, the election result will be decided by draw of lot by the Returning Officer.



(f) All the retiring office-bearers shall be eligible for re-election either to the same post or different one. After serving two terms on a post in Executive Council, he/she shall not be entitled for third term to the same post. However, he/she can again enter in the fray to a new position in Executive council.

(g) Objection if any regarding election will be referred to a tribunal constituted by the existing Executive Council.

**Election Schedule**

Inviting nomination paper	At least 80 days before General Body Meeting
Receipt of nomination form	20 days after mailing date of Invitation
Scrutiny of nomination papers and Declaration of list of candidates	Within 3 days after the fixed date receipt of nomination papers
Communication to the candidate about their candidature status	Within 3 days of the scrutiny of nomination papers
Withdrawal of Candidature	Within 14 days after the date of declaration of valid nominations
Mailing of ballot papers to the voters	Within 10 days of the last date of Withdrawal of candidature
Receipt of ballot papers from the voters	Within 30 days of the last mailing Date of ballot papers
Counting of votes and drawing of the results	Within three days
Announcement of results	In the General Body Meeting of the Society.

*h) Five office bearers, namely, President, Secretary, Joint Secretary, Treasurer and Chief Editor shall be elected at National level wherein all the eligible members of the society shall exercise to cast their votes.*

- i) Vice President, Editors and Councillors shall be elected by their respective zone wherein only zonal members shall exercise to cast their votes.
- j) In case, no nomination papers are filed for election to some posts, then the President shall have the right to fill up such posts at his own discretion.

#### **Clause 12: WITHDRAWAL OF MEMBERSHIP**

12.1. A member may withdraw from the society by expressing his desire to do so in a letter addressed to the Secretary of the Society.

#### **Clause 13: REMOVAL OF MEMBERSHIP**

13.1 Any member may be removed from the society for his anti-society activities. The disciplinary action for this purpose will be initiated by the Secretary with the approval of the Executive Council which will take the final decision in the matter.

#### **Clause 14: STATE CHAPTERS OF ISEE**

14.1 The State chapter shall form a unit of Indian Society of Extension Education and shall be named after the zone it is located in. There will be only one state chapter in one zone and will be called as 'ISEE State Chapter (NZ/SZ/EZ/WZ/CZ). The term of the state chapter shall be for three years in consonance with EC of ISEE.

##### **14.2 Functions:**

- a) A state chapter shall provide a forum at the state level and sometimes at the National level for some academic/scientific activities of the discipline.
- b) A state chapter can undertake any activity to serve the local causes.
- c) A state chapter may bring out publications of different natures including publication of a journal.

##### **14.3 Office Bearers**

- a) The state chapter shall have an Executive Committee of the following bearers.
- b) President, Secretary, Treasurer and Members = Election from among members of the chapters
- c) Special Invitees = Office bearers of the Executive Council of ISEE including Councillors elected from the State.

#### **14.4 Rights and Privileges:**

A member of the state chapter shall have all the rights and privileges which provided in the constitution to an ISEE member directly enrolled to it.

#### **14.5 Obligations**

(a) A state chapter shall prepare a calendar of its annual activities for the next calendar year and shall send a copy of the same to the President of the parent body for information and suggestions.

(b) In view of the broader national interest^ the parent body can identify some activity for a particular state chapter, which-the state chapter shall carry out as far as possible.

(c) The Executive Council of the parent body is the supreme authority decision of which would be binding on the state chapters.

#### **14.6 Membership Fee:**

The membership fee for a state chapter would be the membership fee of the ISEE. Out of this amount, 75 per cent of the ISEE membership fee per member shall be sent to the parent body on the strength of which a member of the state chapter would secure membership of the ISEE. This is subject to time to time revision by the Executive Council of the ISEE.

#### **14.7 Pre-requisite: State Chapter:**

(a) Can be established in an Institute/University engaged in teaching and or Research in Extension Education of the respective state.

(b) Shall have a minimum of 50 life members.

(c) A resolution for creation of the state chapter shall be passed in a meeting of the state members. This resolution Along with the proceedings of the meeting will then be sent to the Secretary, ISEE for seeking approval of the Executive Council of ISEE. The state chapter will exist only after approval duly accorded to it by the Executive Council of the ISEE.

#### **14.8 Relationship with the Parent Body:**

(a) A state chapter shall be an integral part of the parent body. All the members of state chapter would also become members of the parent body and shall enjoy all the privileges provided to a member of the ISEE in its constitution.

(b) The parent body shall formulate a broad frame-work under which the state chapters would be operative. It will also coordinate the activities of all the state chapters.

#### **Clause 15: AMENDEMENT OF RULES**

15.1 The above Constitution and Rules may be amended in any General Body Meeting by three fourth majorities of the members present. Amendments may be proposed by any member and must reach the Secretary in time for circulation to all members of the society at least one month before the meeting.

CERTIFICATE OF REGISTRION UNDER SOCIETIES REGISTRATION ACT XXI  
OF 1860, (PUNJAB AMENDMENT) ACT 1957 AS EXTENDED TO THE UNION  
TERRITORY OF DELHI:

No.S.2504, of 1964-65

I hereby certify that "THE INDIAN SOCIETY OF EXTENSION  
EDUCATION" has this day been registered under the Societies Registration  
Act XXI of 1860 (Punjab Amendent) Act 1957, as extended to the Union  
Territory of Delhi.

Given under my hand at DELHI this 22nd day of JUNE one  
thousand nine hundred and SIXTY-FOUR.

Fee Rs.50.00 paid

Sd/- H.L.Mehandru  
(H.L.Mehandru)  
REGISTRAR OF SOCIETIES: DELHI

S E A L

REGISTRAR OF SOCIETIES  
DELHI

*Handwritten signature*  
1964-65