

INDIAN SOCIAL SCIENCE ACADEMY

भारतीय समाज विज्ञान अकादमी

CONSTITUTION AND BYE-LAWS

(As per Amendment Dated December 01, 2015)

Article 1: Name

The name of the organization shall be **Indian Social Science Academy** (भारतीय समाज विज्ञान अकादमी), hereinafter referred to as ISSA (भासाविअ). It is a voluntary, non-governmental, non-political, non-sectarian and non-profit making organization of national level in the field of Science of Nature-Humans-Society.

Article 2: Location

The headquarters of the Indian Social Science Academy shall be situated in Allahabad.

Article-3: Objectives and Functions

- (I) To promote discovery, development and dissemination of Science of Nature – Humans – Society.
- (II) To undertake Intra and Inter-disciplinary research and training on socially relevant problems/issues.
- (III) To function as a forum for exchange of ideas among scientists.
- (IV) To function as a centre for cultivation and popularization of scientific temper and scientific world view.
- (V) To create and provide opportunities/facilities to young scientists for capacity building through establishment of research and training centres.
- (VI) To collaborate and cooperate with national and international science organizations/Academies with similar objectives.
- (VII) To bring out scientific research journals, monographs, reference and popular books in Indian Languages including English.

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- (VIII)** To hold local/regional/national/ international symposia, seminars, workshops, conferences, conventions, etc. on matters related to science, technology and its social relevance.
- (IX)** To organize Science Congress at National and State levels.
- (X)** To bring the scientific community closer to India's social problems and help bridge the gap between theory and practice.
- (XI)** To uphold and safeguard the professional rights and privileges of scientists

 - (a)** The Executive Council within its perview shall accept gifts, grants, donations and endowments to carryout regular activities of the Academy, but shall report the matter to the General Body.
 - (b)** In case such gifts, grants, donations and endowments are designed to create moveable or immoveable property of the Academy, it can accept them subject to ratification of the General Body.
 - (c)** In case any gift, donation, grant and endowments are through foreign funding, approval of the Government wherever necessary under the law shall be obtained, apart from the approval and acceptance of the same by the General Body which shall be mandatory.
- (XII)** To contribute to socio-economic-cultural transformation of India through application of Science And Technology, and thereby improving the quality of life of the people.
- (XIII)** To contribute to formulation of national policies in social, scientific or any other sector.
- (XIV)** To network with universities, colleges, research and training institutes and social organizations and to act as a brief to R and D/ Consultancy work among others.
- (XV)** Any other objectives and functions etc that ISSA considers proper.

Article-4: Main organs

ISSA shall have following main organs:

- (i)** General Body
- (ii)** Executive Council
- (iii)** Consultative Committee

Article-5: Composition and Functions of the General Body

- (i)** The General Body shall comprise all members who have a right to vote.
- (ii)** The General Body shall elect the President, two Vice-Presidents, General Secretary, Treasurer and Twenty Councilors for a period of one year.
- (iii)** While the President is not eligible for re-election, for two consecutive terms, all other office-bearers mentioned in 5(ii) are eligible for re-election. However, no one will be elected for more than 3 years consecutive term.
- (iv)** The Auditor of the ISSA shall be appointed by the General body and audit report and Budget will be considered and passed by it.
- (v)** The General body shall determine the policies and programmes of the ISSA.
- (vi)** The General body shall meet at least once a year
- (vii)** The General body shall have the right to amend or change the constitution in accordance with Articles 12 and 13.
- (viii)** The General body shall consider and take action, on the recommendation of the Executive Council, against any erring member, in accordance with Art. 6(XIII) by a majority of 2/3 members present and voting.

Article-6:-Composition and functions of the Executive Council

- (I) The Executive Council, hereinafter referred to as EC, shall comprise of the following:

President
Two Vice-Presidents
General Secretary
Treasurer
And
Twenty Councillors.

The Joint Secretaries (upto five) and the Special Invitees (the number to be decided by the Executive Committee) shall be nominated by the EC for a period of one year.

- (II) Only the elected members shall have the right to vote in the EC.
- (III) The President ISSA shall preside over all the meetings of the Executive Council. In the absence of the President, one of the two Vice-Presidents, shall preside over the EC meeting and in the event of the President and the Vice-Presidents being absent, one of the members of the EC, elected by it shall preside.
- (IV) The EC shall control and administer finances of the ISSA.
- (V) The EC shall consider, approve and forward the budget prepared by the Treasurer to the General Body for its consideration and approval.
- (VI) The E.C. shall consider, approve and forward the Audited Statement of accounts of the previous year to the General Body for its consideration and approval. The EC shall consider, approve and recommend the name of the auditor for the succeeding year for consideration and approval of the General Body.
- (VII) The EC shall nominate the members of the Consultative Committee, members of the editorial board, head of the research and training centres and recommend the name of the auditor for approval by the General Body.

- (VIII)** The E.C. shall have power to create subsidiary organ(s), posts (full-time or part-time or ad-hoc), temporary or permanent.
- (IX)** The E.C. shall fix the tenure, salary, honorarium, and remuneration etc of the personnel of ISSA.
- (X)** The EC shall manage the affairs regarding gifts, grants, endowments etc. as its may deem fit in the interest of the ISSA and in accordance with its objectives as per 3(XIII) supra.
- (XI)** The EC shall maintain control over all the State Units of the ISSA.
- (XII)** If the EC is satisfied that any of the subsidiary organs of the ISSA are not functioning in accordance with the objectives of the ISSA, it shall recommend dissolution of such subsidiary organ/organs for consideration and approval of the General Body.
- (XIII)** The EC shall have power to initiate disciplinary action against any erring member of the ISSA after receiving the Report of Findings of the Enquiry Committee constituted by the EC for the purpose. The said Enquiry Committee shall give a Show Cause Notice, obtain an explanation from the delinquent member, conduct an enquiry into charges not accepted by such member and provide the delinquent member opportunity to cross-examine the complainant and then submit a Report of Findings to the Executive Council. After considering the Report of Findings of the Enquiry Committee, the Executive Council may recommend the action to be taken for consideration and approval of the General Body.
- (XIV)** Those who get elected as General Secretary and Treasurer shall reside at the Head-Quarters of the ISSA.

[Refer D (3) of Bye-laws for condition to contest for these posts].

Article 7: Consultative Committee

- (I) The Consultative Committee hereinafter referred to as CC shall have at least one representative from each of following science disciplines. All such members shall be from amongst the ISSA members having voting rights.

The term "Science Disciplines will include:

1. Agricultural Science and Home Science
 2. Archaeology, Anthropology and History
 3. Biological or Life Science including Biotechnology
 4. Computer And Communication Science including Journalism
 5. Earth Science And Planetary Science including Geography
 6. Ecological And Environmental Science
 7. Economics, Commerce And Management Science
 8. Education
 9. Engineering Science
 10. International Relations Studies and Defence And Strategic Studies
 11. Juridical Science
 12. Linguistics
 13. Mathematical and Statistical Science
 14. Medical and Health Science
 15. Philosophy
 16. Physical and Chemical Science
 17. Political Science
 18. Psychology
 19. Sociology and Social Work
 20. Any other science discipline.
- (II) The members of the CC shall be nominated by the EC in accordance with the provisions of Article 7 (I) for a period of one year.
- (III) The President of the ISSA shall be ex-officio Chairperson of the CC.

- (IV) The CC shall formulate the policies and programmes related to research, publication, etc. of the ISSA and aid and advise the EC on academic matters and it will meet at least twice a year.

Article 8: Subsidiary Organs

- (I) The ISSA shall have the following subsidiary organs:-
- (a) Research and training centres
 - (b) Editorial Board
 - (c) State Centres
 - (d) Standing Committee
 - (e) Any other organ(s) created by the EC

- (II) Although the EC shall have power to create any subsidiary organ mentioned in Article 6 (viii), the approval of such organ by the General Body shall be imperative.

Article 9: Research and Training Centres

- (I) In order to fulfill the objectives of the ISSA, various research and training centres of temporary or permanent nature shall be created by the EC.
- (II) All the research and training centres shall, in the main, have inter-disciplinary bias.
- (III) Each research and training centre shall devote itself to specific areas of research and training and shall strive to make significant contribution through its researches. And training.
- (IV) Each Research and Training centre shall have an honorary director, a team of scientists and other necessary staff temporary or permanent
- (V) The honorary director shall be responsible for the functioning and development of the centre.
- (VI) The honorary director shall be nominated/appointed by the EC on the terms and conditions fixed by the latter.
- (VII) The tenure of honorary director/s shall be for a period of 3 years.

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- (VIII) One can be removed from the post of honorary director if EC feels that his/her continuance in the post is not in the interest of the centre.
- (IX) One of the Joint Secretaries shall work as a coordinator of all the research and training centres.

Article 10: Editorial Board

- (I) The ISSA shall publish research journals of which at least one shall be devoted to researches in social science.
- (II) The Journal's name, policy, periodicity and language etc. shall be decided by the EC
- (III) Each Journal will have an editorial board which shall include an editor, a managing editor and members.
- (IV) The tenure of the Editorial Board shall be three Years.
- (V) The EC shall nominate the Editor and Managing Editor and the members of the Editorial Board.
- (VI) The Editorial Board shall function during the pleasure of the EC.
- (VII) All the posts shall be honorary

Article 11: State Centres

- (I) In order to involve larger number of scientists and to ensure their active participation and support, the ISSA shall establish centres in all the States of the country.
- (II) There shall be a specific demand by at least 25 members of ISSA from the respective States for setting up of such a State centre.
- (III) The EC shall have power to lay down from time to time the rules and criteria for setting up state centres.
- (IV) Each state centre shall have an Executive Committee (hereinafter referred as SEC) consisting of a total of 10 members elected from amongst the fellows of respective State Centres.

- (V) The State Executive Committee (SEC) shall have a president, a vice-president, a secretary and a treasurer elected from amongst the members of the SEC.
- (VI) The state centre shall receive fifty percent of the Annual Membership of the Members of the respective State in the ISSA for conducting the activities of the Centre. The State Centres shall have the right to receive gifts, grants, donations etc. However, the State Centre shall inform the EC about such gifts, grants, donations etc and seek its approval.
- (VII) The EC shall have power to impose certain levy on the income of state centres or provide it with necessary grants.
- (VIII) The state centre shall submit its budget to the General Secretary of ISSA, maintain record of income and expenditure and shall submit its audited accounts annually to the EC for its approval.
- (IX) All the disputes related to state centre(s) shall be referred to the EC which shall have power to take any disciplinary action.
- (X) The state centres shall frame their own bye-laws in consultation with the parent Body

Article 12: Quorum

- (I) The quorum of the General House shall consist of $\frac{1}{4}$ of the total membership or 100 whichever is less in ordinary meetings and $\frac{1}{2}$ or 150 in Extraordinary General Meetings whichever is less for amending the constitution.
- (II) The quorum of the EC shall be $\frac{1}{3}$ or 8 of its total membership whichever is less in ordinary meetings and $\frac{2}{3}$ or 16 whichever, is less in extra-ordinary meetings.
- (III) In case there is lack of Quorum for any of the above meetings, the President shall dissolve the house, or the EC Meeting and direct reassembly of the House or the EC, after 30 minutes, and such a reassembled meeting shall be deemed to have had the requisite Quorum.
- (IV) In case an emergent meeting of the EC needs to be called, a notice of not less than 7 days shall be issued.

Article 13: Amendment

- (I) Any member, who has voting right and who is not in arrears, intending to move an amendment in the constitution, shall give notice supported by one-fourth or 100, whichever is less of the eligible total number of members to other such members along with the proposal in writing to the President. The proposed amendment shall be considered at an extraordinary meeting of the General Body which will be called by the General Secretary within 90 days of the receipt of the notice and the text of the proposed amendment shall be contained in the notice of requisition, along with reasons for the proposed amendment”.
- (II) The EC may on its own initiative can consider an amendment to the Constitution at any of its meetings provided that the same has been notified on the agenda. In such cases the extraordinary meeting of the General House shall be held within 60 days to consider the proposed amendment.
- (III) Any amendment to the constitution shall be passed as per Art 12(I) supra.
- (IV) In all cases of amendment the general secretary shall issue a notice at least 60 days in advance along with the proposed amendment(s).

Article 14: Meeting of the General Body

- (I) An ordinary meeting of the General Body can be convened by the President or at the suggestion of the EC for a definite purpose. For such a meeting the notice period shall be of at least 30 days before the date of proposed meeting.
- (II) An emergent meeting of the General Body shall be convened by the General Secretary on the advice of the President after on receipt of a requisition signed by 1/3rd of the total number of members or 100, whichever is less, and such members shall

be of the ISSA not being in arrears of membership or any other dues. Such a meeting shall be convened within 45 days from the date of receipt of the requisition.

- (III) An extraordinary meeting of the General Body for considering amendments to the Constitution shall be convened by the President through General Secretary, the notice period for which shall be as specified in Section IV of Article 13

Article 15: Membeship

- (I) The ISSA shall have the following categories of Membership:
 1. Fellow,
 2. Life Fellow,
 3. Associate Fellow,
 4. Sessional Fellow,
 5. Institutional Fellow and
 6. Donor Members
 7. Honorary Fellow
- (II) One who is engaged in teaching or research or some other creative activity in the field of science and subscribes to the objectives and programmes of the ISSA and who is not less than 18 years of age in case of individual shall be eligible for membership of the ISSA.
- (III) Students doing their post-graduation or enrolled in any University for doctorate degree in any branch of science disciplines as stipulated in Art-7(I) shall be eligible for Associate Fellowship of the ISSA.
- (IV) One, whose application is sponsored by at least two Members of ISSA may be considered for sessional membership. The sessional membership shall be granted to facilitate participation of non-member scientists in the annual conferences and other programmes of the ISSA.
- (V) University, College, Research Institutes or any other educational establishment engaged in social and academic

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work shall be eligible for the institutional membership of the ISSA.

- (VI) One who is qualified to be a Fellow and contributes the stipulated fee in a single installment shall be made Life Fellow of the ISSA and shall enjoy all such privileges as are available to Life Fellows during his life-time without making further payment towards his/her membership.
- (VII) A person or an institution who is otherwise not qualified to be Fellow or institutional Fellow but has donated the minimum stipulated fee shall be eligible for donor membership of the ISSA subject to ratification of the EC.
- (VIII) Such Scientist(s) who has/have made outstanding contributions through her/his/their researches may be granted status of Honorary Fellow(s) of the ISSA at the discretion of EC who shall not be liable to pay any fee of the ISSA.
- (IX) The annual fee except in case of Life Fellows for respective categories of membership shall be as follows:

Membership Category	To be effective January 01, 2017
1. Life Fellow	7,000.00
2. Fellow	1,000.00
3. Sessional Fellow	800.00
4. Associate Fellow	500.00
5. Annual Institutional Member	5,000.00
6. Permanent Institutional Member	25,000.00
7. Annual Donor Member	10,000.00
8. Life Donor Member	100,000.00
Admission	100.00

However, from time to time the General Body can make any change in the membership fees on the recommendation of the EC.

- (X) A person desirous of any category of membership as mentioned in Article 15(I) shall apply to the General Secretary of ISSA. The EC shall consider such application and shall on its satisfaction grant membership sought by the applicant.
- (XI) All such members who fail to pay their membership fee within 8 months of the new year shall cease to be members. However, such members shall be given another chance to renew their membership.
- (XII) The members can be enrolled at any time in the year. But for the purposes of election only those members shall have voting right who have obtained it before 15th September of the year in which the election is to be held. The election of the ISSA shall be completed by the end of December every year.

Article (16): Regarding Dissolution and Amalgamation.

- (I) Any number not less than three-fourths of the total members of ISSA may determine that it shall be dissolved and there upon it shall be dissolved, or at any time then agreed upon, and all necessary steps shall be taken for the disposal and settlement of the property of the ISSA, its claims and liabilities, according to the byelaws of the ISSA applicable thereto. Provided that the ISSA shall not be dissolved unless three-fourth of the total members shall have unanimously expressed the wish for such dissolution by their written votes, in the Special General Body Meeting convened for the purpose.

Further such resolution shall become final only on its being ratified by another resolution by another Special General body by two-thirds of the total numbers of Members after 30 days of the first Resolution.

- (II) The procedure laid down above for dissolution shall be the procedure to be adopted in case the ISSA/ISA desires to get

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itself amalgamated with any other Academy with same or similar objects and in such a case the assets and liabilities of this Academy shall pass on to the Academy/Organization with which it is resolved to be amalgamated.

Bye-Laws

A. Election of the Executive Council and Office Bearers:

- (1) The Executive Council (hereinafter referred to as EC) shall decide the programme to hold the annual elections and shall issue the necessary notices to this effect.
- (2) The Executive Council shall nominate a Returning Officer from amongst the members of the ISSA. The Returning Officer shall not contest the elections.
- (3) Elections for various offices will be conducted through ballot including postal ballot by the 31st of December every year and the results will be declared in the annual Congress.
- (4) The EC shall announce the date of elections and the detailed programmes atleast three months in advance. The voters shall be given atleast two weeks for the return of ballot papers.
- (5) The Returning Officer shall announce the detailed programme of elections as laid down by the EC.
- (6) The Returning Officer shall make necessary arrangements for counting of votes. The candidates or their agents may be allowed to be present by the Returning Officer during the counting of votes.
- (7) The Returning Officer shall announce the results and communicate the same to the Executive Council in writing along with all the relevant papers.
- (8) Any appeal against the mode of elections can be made to the Returning Officer within a time prescribed by him. The decision of the Returning Officer shall be final. But an appeal against it can only be made to the EC.
- (9) The new office bearer will take over on the 1st of April.

B. Financial Control and Operation:

- (1) The account of the ISSA shall be opened in one of the scheduled banks at the headquarters in the name of ISSA.
- (2) The President, the General Secretary and Treasurer shall jointly operate the Bank Accounts of the ISSA. It may be operated by any two of the above three office-bearers. In case either the General Secretary or the Treasurer are out of the Station for more than one month, in such a contingency, the Executive Council shall authorize one of the members of the Executive Council, who stays in the H.Q's of the Association to operate Accounts temporarily during such absence.
- (3) The Treasurer shall present the annual budget to the General House after it has been approved by the Executive Council.
- (4) The Treasurer shall be responsible for maintenance and audit of the accounts.
- (5) The accounts shall be audited by a Chartered Accountant who shall be recommended by the Executive Council and approved by the General Body. The audited report shall be placed before the General Body for its approval.
- (6) A sum of Rs. 5000.00 may be kept as imprest money. This amount can be increased by the EC, if necessary.
- (7) In any emergency the President can sanction an amount not exceeding Rs. 10,000.00 for any project or work. This will have to be ratified by the EC in its subsequent meeting.
- (8) The bills will be scrutinized by the treasurer and will be paid only after obtaining the approval of the General Secretary. No bill approved by the General Secretary which in the opinion of the treasurer is not in accordance with the financial provisions of ISSA shall be paid without referring it to the president and obtaining his/her consent in writing. In such cases, the president shall explain the reasons for approving the payment of the controversial bill(s). However, such provisions will apply only when the bill does not exceed Rs. 10,000.00. In case of bill exceeding Rs. 10,000.00, the president will refer the matter to the EC.

C. Meeting of the Executive Council and Maintenance of Record:

- (1) The ordinary meeting of the EC shall be called with a minimum notice of 15 days in writing or by e-mail by the General Secretary with the concurrence of the President along with the Agenda. An Emergent Meeting of the E.C can be called by the General Secretary in concurrence with the President with a notice of 7 days.
- (2) **Representation of State Centres and Institutional Members:** The EC shall have power to co-opt not more than six members from amongst the members of the State Executive Committee or Institutional Members. The Co-option shall be based on the principle of rotation to be decided by the EC.

D. Qualification for Election and Appointment of Various Office-bearers:

- (1) The President shall be a senior person of repute in the field of science with a standing of 10 years in Academics as also with ten years standing membership of the ISSA. However the EC has the discretion to reduce this period to 5 years.
- (2) The other office-bearers shall have a standing in Academics as also of the Membership of the ISSA for at least 5 years.
- (3) Those who desire to contest the post of “General Secretary” and “Treasurer” shall give an undertaking along with their Nomination Paper that they shall stay at the Head Quarters of the ISSA, if they get elected, for their entire tenure.

E. Legal Disputes:

- (1) Suit by and against ISSA:-** The ISSA may sue or be sued. The General Secretary shall be empowered to file suits on behalf of the ISSA and to defend the ISSA in actions against it.
- (2)** The assets and liabilities of the ISSA shall be passed on by a Resolution by the same Special General Body that passes a Resolution for dissolution or amalgamation in the same manner as stipulated in the Rules to another Statutory Academy or Statutory Body, whose aims and objects shall be the same or similar to the Indian Social Science Academy, which shall agree in writing given to the ISSA, to continue the functions according to the aims and objectives of the ISSA. In case of failure to find such an Academy, the assets and liabilities shall be taken over by the Govt. of India, which shall agree in writing to carry on the objectives and aims of the ISSA.
- (3)** Dispute if any, relating to the ISSA shall be decided in the court of law located at Allahabad only.