

**THE HOME SCIENCE ASSOCIATION OF INDIA  
(HSAI)**

**CONSTITUTION**

**ARTICLE I**

The Name of the Association will be ;  
**The Home Science Association of  
India (HSAI)**

Housing, Home Management,  
Child Development, Family  
Relationships, Textiles and  
Clothing, Handicrafts and Foods  
and Nutrition.

**ARTICLE II**

The Association shall be affiliated  
with the International Federation of  
Home Economics.

(iv) Standardize and co-ordinating the  
courses in different institutions.

**ARTICLE III**

The aims of the Association shall be :

- (i) To promote the welfare of the  
family through sound home-  
making education.
- (ii) To raise the standards of the  
profession of Home Science.

**ARTICLE IV**

Membership : Persons who qualify  
under the Bye-laws shall be eligible  
for membership in the Association.

The basic aims shall be implemented  
by :

- (i) Encouraging the establishment of  
Home making education in  
Schools, Training Colleges,  
Universities and Out of School  
programmes.
- (ii) Making available reports,  
pamphlets and other publication  
related to Home Science.
- (iii) Encouraging and aiding research  
and investigation in the various  
fields of Home Science such as :

**ARTICLE V**

- (i) The officers of the Association  
shall be shall be a President, one  
or more Vice Presidents Hon.  
General Secretary, a Hon. Joint  
Secretary, Hon. Treasurer and  
Hon Jt. Treasurer who shall be  
members of the Executive  
Committee.
- (ii) The Executive Committee shall  
consist of the elected officers, the  
immediate past President and  
such representative members as  
shall be provided for in the Bye-  
Laws

**ARTICLE VI**

Regular meetings of the Association  
shall be held at such times and

places as may be determined by the Executive Committee.

## **ARTICLE VII**

Amendment to the Constitution may be made according to the provision of the Registration of Societies Act of 1860 or any act, which may supersede it.

## **THE REGISTRATION OF SOCIETIES ACT**

### **Section :**

Whenever it shall appear to the Governing Body of any society registered under this Act, which has been established for any particular purpose or purposes, that it is advisable to alter, extend or abridge such purpose to or for other purposes within the meaning of this Act, or to after the former meeting.

amalgamate such society either wholly or partially with any other society, such Governing Body may submit the proposition to the members of the society in a written or printed report and may convene a special meeting for the consideration thereof according to the regulations of the society. But no such proposition shall be carried into effect unless such report shall have been delivered for or sent by post to every member of the society ten days previous to the special meeting convened by the Governing Body for the Consideration thereof, not unless such proposition shall have been agreed to by the votes of three fifths of the members, present at a second meeting convened by the Governing Body at an interval of the month

## **BYE-LAWS**

**(As amended in December 2013)**

### **ARTICLE I : Administration**

#### **Section 1 : Headquarters**

The Headquarters of the Association shall be in the city of Vadodara, but it can be moved to another place by a two-thirds majority vote of the members of the General Body present and voting at the Biennium General Body Meeting.

#### **Section : 2 Executive Committee**

The Management of the Association shall be vested in the Executive Committee, which shall consist of :

##### **A. Elected Offices of the Association:**

1. The President
2. Four Vice - President for :
  - (i) North Region
  - (ii) South Region
  - (iii) East Region
  - (iv) West Region
3. The Hon. General Secretary
4. The Hon. Joint Secretary\*

5. The Hon. Treasurer\*
6. The Hon. Jt. Treasurer
7. The Chairperson, Nominating Committee

\* Posts at Head quarters.

##### **B. Elected Executive Members - Six**

##### **C. Ex-Officio Members :**

1. Immediate Past President
2. Presidents of affiliated State Branches

##### **D. Nominated Members :**

1. Editor of the Official Journal
2. Members nominated by the Executive Committee.

The Executive Committee shall consist of not less than eleven and not more than thirty five members and shall have the power to co-opt members (nominated) between the general meeting.

### **SECTION 3 : Term of the Committee**

- (a) The Term of Office of the Executive Committee shall be the period between two alternate biennial conferences or between two election biennium, ie. normally for four years.
- (b) During this term the administration of the Association shall be entrusted to the Executive Committee.

**Section 4 : Election of the Executive Committee.**

Officer and members of the Executive Committee and the Chairman of the Nominating Committee shall be elected from the Life and Ordinary Members of the Association as provided by the Constitution and Bye-Laws of the Association.

The Executive Committee shall appoint the Editor of the Journal.

Officers of the Association, except the President shall be eligible for re-nomination.

**Section 5 : Functions of the Executive Committee**

The Executive Committee shall have the general responsibility for furthering the purpose of the Home Science Association of India. It shall have the power.

- (a) to make and amend its own Bye-Laws for the conduct of its business;
- (b) to appoint such sub committee as may be needed to carry on the work of the Executive Committee;
- (c) to act for the Association in all legal matters;
- (d) to represent the Association in such cooperative relationship as may further the purpose and programme of the Association and;
- (e) To present a budget biennially and administer it.
- (f) It shall fill all temporary vacancies in the Committee and appoint the Editor of the Journal. Persons so appointed shall normally serve till the next elections.
- (g) Appoint auditors for the period between two biennial meetings.

The President, the Vice Presidents, General and Joint Secretaries and the Treasurer shall have the duties usually pertaining to their office.

**The President** shall preside over all the meetings of the Association and Executive Committee. She will guide the activities of the Association in

accordance with the rules and regulations of the Association. She shall appoint in consultation with the Executive Committee all adhoc committees not otherwise provided for in the Bye-Laws. She shall fill all vacancies in both elective and appointive posts.

**The Vice Presidents** will be responsible for coordinating activities of the Association in their respective regions. In the absence of the President one of the Vice presidents will preside over the meetings. They will perform any other duties, which may be assigned to them by either the President or the Executive Committee.

**The Honorary General Secretary** shall be responsible for the minutes of the Meetings of the Association and its Executive Committee. She shall conduct such correspondence and other business as the President or Executive Committee may direct. the Hon. Gen. Secretary shall present the Biennial Report of the Association at the General Body Meetings and help the Editor publish the proceedings of the Biennial Conference.

**The Hon. Joint Secretary** will assist the Hon. General Secretary and also perform any other duties, which may

be assigned to her by either the President or the Executive Committee.

**The Hon. Treasurer** shall have custody of all money and other securities belonging to the Association and shall invest the same as directed by the Executive Committee. She shall present at the Biennial Meetings of the Association the audited account of the Association for the period of two years between the general body meeting and an estimated budget for the forthcoming biennial period.

**The Hon. Joint Treasurer** will assist the President or the Executive Committee at the President's office. He /She will also assist the Hon. Treasurer and also perform any other duties, which may be assigned from time to time.

## **Section 5 : Meetings**

The Executive Committee shall hold 4 regular meetings at least thrice between each Biennial general Body Meeting. The Quorum for such meetings shall be five.

## **ARTICLE II : Membership**

### **Section 1 : Types of Members**

**1. Charter Member :** Any person who took part in the Baroda Conference of 1951, which has been

recognized as the first official meeting of the Association in the year of the establishment, is eligible for Charter Membership.

**2. Ordinary Member :** A person is eligible for ordinary membership if she:

- (a) holds a degree in Home Science or Home Economics from a recognized Indian University or its equivalent in other countries, or;
- (b) has a degree in an area of specialization of Home Science (such as Clothing and Textiles, Foods and Nutrition, Dietetics, Human Resource Management, Child or Human Development, etc.) which is recognized in the syllabus of Indian Universities or their equivalent elsewhere; or
- (c) holds a Diploma or Certificate prior to 1952 from a Home Science College or Institution.

**3. Life Member :** Any person eligible for ordinary membership as laid down in the Bye-laws of the Association may become a Life Member by paying the Life Membership fee.

**4. Associate Members :** A person is eligible for associate membership if she :

- (a) has a diploma in Home Science or its areas of specialization granted by a college or school by Technology; or
- (b) has passed the SSC/HSC or any equivalent school leaving examination by appearing in the Home Science stream; or
- (c) has taken either Home Science or any of its recognized areas of specialization as one of the subjects at the degree level; or
- (d) has a degree in a field / discipline related / allied to Home Science such as education, psychology, chemistry, physiology, medicine, botany, statistics, etc;or
- (e) is engaged in teaching / instructing students of Home Science or its fields of specialization.

**5. Associate life Members :**Any person eligible for Associate membership as laid down in the Bye-laws of the Association may become a Associate Life Member by paying the Life Membership fee.

**6. Student Member :** A student who is studying in the final year of the undergraduate degree course of Home Science or one of its specialization shall be eligible for student membership of the Association.

**7. Honorary Member :** Any person whose outstanding and exceptional service in the interest of Home Science merits recognition by the Association shall be considered for this type of membership. A person may be duly proposed and seconded for honorary membership, election to which shall be by unanimous vote of the Executive.

**8. Patron :** Patron ship may be conferred on a person of outstanding merit with national stature who has contributed substantially to the field of Home Science and / or other related scientific or literary field or an outstanding social worker. The Executive Committee shall unanimously elect such a member.

**9. Institutional Member :** Any institution teaching or disseminating education in Home Science or its areas of specialization and which the Association recognizes is eligible for institutional membership.

**10. Affiliating Members :** A group of persons who have formed themselves into Home Science State Branches, Chapters, Clubs, etc. as per the Bye-Laws of the Association may apply to the Executive Committee for recognition as affiliating Member by paying the requisite fees Rs.150.

**11. Sustaining Member :** Individuals, firms, groups and association actively promoting Home Science and / or any of its areas of specialization are eligible for membership.

## **Section 2 : Admission of Membership**

A person or institution desiring membership shall apply to the Hon. Gen. Secretary in writing in the prescribed application and membership fees shall be enclosed with the application. the Executive Committee shall rule on whether the applicant meets the criteria for membership satisfactorily.

## **Section 3 : Rights and Responsibilities of Members :**

**Members in Good Standing :** Those annual members who have renewed their membership for the next year by paying the membership fee before January 1st and those who have been Life Members for atleast one year will

be considered as members of good standing.

Ordinary and Life Members in good standing shall be entitled to nominate for elective posts of Officers of the Association and members of the Executive Committee and vote at elections.

Ordinary and Life Members of good standing, who have been members of the Association for at least three consecutive years prior to the election year shall be eligible to be nominated for posts during the elections of Officers and Executive Committee Members of the Association. They shall also be entitled to nominate and vote for these posts.

Associate members in good standing, who have been members of the Association for at least three consecutive years prior to the Election Year, shall be entitled to vote but not eligible to nominate or stand for election.

All other categories of members other than life, ordinary and Associate members shall not be eligible to nominate, vote or stand for elections unless they fulfill the criteria for ordinary membership.

Institutional members and affiliating members may send one authorized

official representative to the biennial or special general meetings of the Association. Every such representative will be entitled to vote during the meeting in question after submitting to the Chair a written authority letter from her organization.

#### **Section 4 : Fees**

##### **Membership Fees :**

- a) Ordinary Member : Rs.500/- per annum
- b) Life member : Rs.2000/- per life
- c) Student member : Rs.500/- per annum
- d) Ordinary Associate Member: Rs 500/-per annum
- e) Associate life Member :Rs.2000/- per life
- f) Institutional Member: Rs.1000/- per annum
- g) Affiliating member : As per the existing Bye-Laws of the Association (please refer to Article VIII)

##### **Registration Fees :**

A Registration Fee of Rs.50/- will be charged for all categories of new members.

Members who have but not renewed their membership by paying fees continuously (lapsed members) will be considered as new members unless they pay their back dues.

Lapsed members can be readmitted to their former membership on payment of the arrears of membership fee and a readmission fee of Rs.50/- per lapsed year.



### **Admission to Membership :**

A person or institution desiring membership shall apply to the Hon. Gen. Secretary in writing in the prescribed application form of the Association together with the registration and membership fees. The Executive Committee shall rule on whether the applicant meets the Association criteria for membership satisfactorily.

All types of annual membership will be effective from January 1 to December 31 of the year the fees are paid.

Annual membership can be paid for two or four years at a time.

Journal of the Association will be free to all Life members, patrons and honorary members. All other types of members may subscribed to the Journal of a concessional rate of 50% of the annual subscription of the Journal.

The proceedings of the Biennial Conferences will be free to all the life members and all those delegates who have paid the full delegates registration fees of the particular conference. Non attending members may book / order a copy of the proceedings on payment.

### **Section 5 : Cessation of Membership**

#### **Membership shall cease :**

- (a) on receipt of a written resignation by the member,
- (b) if fees are in arrears for more than twelve months after they full due i.e. January 1 of the next year. However the Executive Committee on a request from the members may grant an extension of time to the defaulting member.
- (c) If two thirds of the members of the Executive Committee agree that the conduct of the members is contrary to the constitution or spirit of the Association.

### **ARTICLE III : Committees of the Association**

#### **Section 1 : The Nominating Committee**

1. The Nominating Committee of the Association will be standing committee.
2. The chairperson of the committee will be elected with the other officers of the Association.
3. The Committee shall consist of three to five members appointed by the president in consultation with the Chairperson.

4. The quorum for a meeting of this Committee shall be three.
5. The Chairperson with the approval of the other members may fill any vacancy occurring in the Committee.
6. Any member of the current Nominating Committee shall be eligible for election to membership in the ensuing Executive Committee.

### **Section 2 : Other Committees**

The President in consultation with the Executive Committee shall appoint the following committees whenever needed :

- (a) Membership Committee
- (b) Programme Committee
- (c) Publication Committee
- (d) Publicity Committee
- (e) International Relations Committee
- (f) Any other Committee as shall be required by the Association.

### **Section 3**

The chairperson of all the committees other than the Nominating Committee shall be appointed by the Executive Committee.

## **ARTICLE IV : Elections**

### **Section 1 : Manner of Election**

Elections for the Executive Committee shall normally be held every four years, i.e. before every alternate Biennial Conference.

A voting member can cast her vote either by postal ballot or in person at a place, time and date fixed by the Chairperson, Nominating Committee.

### **Section 2 : Eligibility for Standing for Office**

Only those Life and Ordinary members in good standing who are in continuous membership for at least three years on January 1st of the year of the election biennium shall be eligible to stand for any elected office of the Association or for executive membership.

### **Section 3 : Membership to nominate**

Life, ordinary and associate life members of good standing are eligible to nominate and vote during elections.

### **Section 4 : Nomination Procedure**

At least six months prior to the date of the commencement of the election biennium, the Hon. Treasurer shall send to the Chair of the Nominating

Committee a complete list of members of good standing who are eligible to nominate, vote and / or stand for election for Association offices and executive posts.

The Chairperson shall then announce the election and call for nominations to the various offices and posts for which elections are to be held.

A nominating member (proposer) should send his nominations as per the directions of the Chair of the Nominating Committee, i.e. the nomination form should be properly filled, attested by the proposing member, seconded by another member and mailed together with the candidate(s) written consent. Nominations, which have not followed this procedure, shall be declared invalid. The Nominating Committee and the Treasurer will scrutinize the nomination and then prepare a list of valid nominations. The chairpersons shall write to the nominees of posts for which there are more candidates than posts giving them one month's time to withdrawn from the consent if they wish to do so. After the date for withdrawals is over, the Committee will prepare the final slate of nominations. The officers of the Association must approve this slate

preferably at an Executive Committee Meeting.

### **Section 5: Dispatch of Ballot Papers**

There shall be no election for all those posts for which the number of nomination is less than or equal to the number of posts.

**(a) To the Voter :** The ballot papers shall contain the list of posts for which election is to take place with the nominated candidate's names against them. They should carry the signature of the Chairperson of the Nominating Committee. The ballot paper should be placed in an envelope together with any instructions from the Chairperson shall then be put in a covering envelope bearing the voter's address. It shall then be dispatched to the voter under certificate of posting.

**(b) By the Voter :** A member may cast her vote either by mail or in person.

**By mail :** Members voting by postal ballot should after marking their vote return the ballot paper to the ballot envelope. then they must put the ballot envelope in another covering envelope addressed to the Chairperson of the Nominating Committee and send it within the specified date.

## **Section 6 : Voting in Person**

The Chairperson will announce the date, time and venue for voting during the conference. Those members wishing to cast their vote in person should bring the ballot Envelope and the Ballot Paper with them to the Conference. After putting marks against the candidates of their choice on the Ballot Paper, the paper should then be put into the Ballot Envelope and stapled. At the voting venue the member must first identify herself to the election officer. After that she can cast her vote by putting the ballot Envelope into the container kept specifically for receiving the ballots.

## **Section 7**

The Ballot papers must be kept unopened until counting by the members appointed by the Executive Committee at its meeting held prior to the Conferences.

## **Section 8 : Filling up Vacant a Post**

If there are no nominations for any of the officers posts or there are fewer nominations than the number of Executive Committee member posts, than the newly elected President shall fill up the vacancy in consultation with the Executive Committee.

## **ARTICLE V : Meetings**

### **Section 1 :**

Generally Body Meetings shall be held once in two years at such time and place as determined by the Executive Committee.

### **Section 2:**

Standing Committees shall be convened by the Chairperson and meet at convenient times between the General Body Meetings.

### **Section 3 :**

Regular meetings of the Association shall be held at such times and places, as may be determined by the Executive Committee. At least 1/3 of the voting members shall constitute a quorum.

### **Section 4 :**

Special meetings of the Association may be called by the President and shall be called by the written request of 2/3rd of the voting membership. Notice of a special meeting shall state the matter to be considered and no other business shall be transacted at such meetings. Notice of such meetings shall be sent to every member at least one month prior to the meeting giving the agenda of the meeting. The meeting shall state that

if there is no quorum, an adjourned meeting will be held 24 hours after the date and time fixed for the special meeting.

**Section 5 :**

Quorum (for special meetings); at least 1/10th of the voting members of the Association shall constitute a quorum. In the absence of a quorum, the business shall be conducted at an adjourned meeting. The adjourned meeting shall require no quorum.

Decisions taken at the special meeting, which the president may deem contrary to the interest of the Association, may be withheld by her and placed on the agenda of the next General Body Meeting.

**ARTICLE VI : Procedure of Biennial Business Meetings**

1. Minutes of the last General Meeting shall be read, approved and passed.
2. The Hon. General Secretary and the hon. treasurer shall present the Association's Biennial Report and the Statement of Audited Accounts respectively. They shall be approved and passed.
3. The reports of the affiliated State Branches and different

committees of the Association shall be presented and approved.

4. The broad outlines of programme and publicity for the ensuing year shall be presented and approved.
5. The budget for the ensuing term shall be presented and adopted.
6. The Chairperson of the Nominating Committee shall present the Committee's report and declare the results of the election for the Officers of the Association, Members of the Executive Committee (only during the election biennium)
7. Resolutions as approved and passed by the General Body shall be declared.

**ARTICLE VII : Fiscal Year**

**The fiscal year shall begin on the First of April every year.**

**ARTICLE VIII: Annual Membership Term**

Annual membership term shall be from January 1st to December 31st of the same year.

Membership fees shall be payable annually in advance or before the 31st of march of the payment year.

Notice of payment should be sent at least one month in advance.

## **ARTICLE IX : Affiliation with the Home Science Association of India.**

### **Section 1 : Home Science Clubs**

Home Science / Economics Clubs organized by a group of Home Scientists or any department / college or institution teaching Home Science / Economics having a membership of not less than 20 members may be affiliated to the Home Science Association of India by payment of affiliation fees of Rs.20/- per annum.

### **Section 2 : Home Science Chapters**

Regional / City Home Science Chapters having a total membership of not less than 30 members of which there are preferably six ordinary or associate members may be affiliated to the Association by payment of an affiliation fee of Rs.50/- per annum.

### **Section 4: Affiliation Procedure**

The Constitution and broad object of the affiliated organizations should confirm to the aims and objectives of the Home Science Association of India. The Executive Committee shall approved of organization before affiliation is granted.

The Club, chapter or state branch desiring affiliation should apply to the Association together with a brief history of its existence. A detailed list of the number and type of members it has, a copy of its constitution together with the affiliation and registration fees should be sent to the General Secretary, HSAI with a request for granting affiliation. Members may be new or existing members of HSAI residing in that area. In the case of new members their filled in membership forms together with the entire membership and registration fee shall be included.

The Executive Committee will rule on whether the applying organization satisfactorily meets the criteria for affiliation.

Affiliated organizations should remit the entire amount of annual membership fee to the Hon. treasurer who at end of the year will remit 20% of this fee to the affiliated organization concerned.

### **Section 5 :**

Home Science Clubs, Chapters and State Branches affiliated to the Home Science Association of India may depute one official representative preferably the President, to general and special meetings of the

Association. Each such official shall have one vote for the duration of the meeting in question. Before each meeting the name of the official representative should be communicated to the General Secretary by Letter.

## **ARTICLE X : Sectional Organizations**

The formation of divisions within the association consisting of members interested in particular phase of Home Science, such as : Extension Work, Child Development and Family relations and related areas may be organized with the General Meeting.

## **ARTICLE XI : Property and Finance**

### **Section 1**

Title to the property of the Association shall be vested in the Executive Committee who shall have power to sell, lease, mortgage or otherwise deal with the same. The Executive shall hold all funds of the Association using the income from these for the purpose for which they are held. All life memberships should be invested as fixed securities or deposits, and the interest utilized for current expenditure.

### **Section 2 :**

All the bank accounts, deposits and other investments shall be opened, kept and made in the name of the Home Science Association of India.

### **Section 3 :**

The Treasurer jointly with the President or one of the authorized officers shall draw in the name and on behalf of the Association all cheques, bills of exchange and other similar documents.

## **ARTICLE XII : Amendments to the Bye-Laws**

Amendments to the Bye-Laws of the Association shall be made at the Biennial Business Meetings. Such amendments to the Bye-Laws shall be circulated to the members one month before the meeting is to take place.

Amendment to the Constitution must be approved by the Executive Committee and circulated to the members one month before the date of the meeting called for that purpose and an affirmative vote of three quarters of the voting members present shall be required for their adoption.

The Procedure for amendments to the Constitution shall be in conformity with the Registration of Societies Act.