

**THE CONSTITUTION
OF
INTERNATIONAL SOCIETY
OF
EXTENSION EDUCATION
(INSEE)**

(Regd. No. MAH576/03 Nagpur, India)

**INTERNATIONAL SOCIETY OF
EXTENSION EDUCATION
Department of Extension Education
College of Agriculture, Nagpur
Maharashtra, INDIA – 440 001**

**INTERNATIONAL SOCIETY OF EXTENSION EDUCATION (INSEE)
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Clause 1: Nomenclature

The name of the society shall be the “**International Society of Extension Education**” (INSEE).

Clause 2: Objectives

The overall objective of the **International Society of Extension Education** (INSEE) shall be to work for the development of the discipline of Extension Education. For this purpose, the society shall work towards greater sensitization of and collaboration among extension scientists, research scholars, policy makers, extension administrators, people from corporate sector, development workers, farmers, farm women, adults and youth on the basic issues involved and the opportunities available for promotion of extension education through advancement in knowledge and techniques and its dissemination. The specific objectives are as follows.

- 2.1 To provide a forum for continuing dialogue among all concerned agencies engaged in transfer of technology for agricultural development and rural and allied sectors.
- 2.2 To foster close linkages among existing extension education and rural development organizations (National and Inter-national) which are working for the advancement of agriculture and rural society. The purpose of such linkages is to exchange information and thoughts based on research and field experience so as to develop and suggest effective strategies for transfer of technology among rural clientele and its application in the field.
- 2.3 Organising conferences, seminars, workshops, training programmes, capacity buildings programmes etc, for professionals, policy makers, planners, and administrators working in the field of extension education and rural development and to disseminate and exchange existing literature and publish new information on extension education and rural development.
- 2.4 To promote research in extension education and rural development and test recent techniques and methods of transfer of technology and develop promising technologies for effective dissemination among rural clientele.
- 2.5 Increasing membership of extension educational experts and facilitating closer association with other rural development organizations and institutions in the world for promoting and interaction amongst professional experience in research, education, extension programmes and rural development.
- 2.6 To promote exchange of extension educational experts in developed and developing countries to boost up extension research and training programmes.

- 2.7 To maintain a close liaison with International agencies like UNDA, FAO, UNESCO, UNICEF, World Bank, SAARC, etc for working on 'issues' related to extension education in agriculture and rural development.
- 2.8 To promote exchange of visits of extension professionals, farmers and local leaders within and between the countries to acquaint them with latest development in the field of agriculture and rural development.
- 2.9 To act as a "World Watch" on Extension Education by publishing an annual report on the status of extension education in agriculture and rural development and exchange research publications.
- 2.10 To undertake any other activity as approved by the Executive Council of the Society.

Clause 3: Membership

The membership shall be open to individuals as well as institutions / organizations, corporate sector devoted to the cause of extension education and agricultural and rural development in the world.

Clause 4: Privileges of Members

Members shall have the right to vote and hold office in the Executive Council and shall be entitled to receive gratis publications such as Newsletter, Research Journal broughtout by the Society. Voting by proxy shall not be permitted.

Clause 5: Membership Fee

5.1 The **Life Membership** fee shall be as follows.

Individual : Rs.4000 or \$ 150 = 00

Institution : Rs.10,000 or \$ 400 = 00

The membership fee may be revised by the Executive Council from time to time.

5.2 The subscription rates of the **International Journal of Extension Education (INJEE)** shall be as follows.

Individual (Annual) : Rs. 800 or \$ 40

Institution (Annual) : Rs. 1200 or \$ 80

Life : Rs. 4000 or \$ 150

Single copy : Rs. 400 or \$ 20

The subscription rates may be revised by the Executive Council from time to time.

5.3 Donation, Fund raising, Sponsorship, Advertisement etc. :

The members / well-wishers including institutions / corporate / organizations may donate, sponsor or support the cause of the Society. The Executive Council / President will take appropriate decisions in this regards.

5.4 Research article-processing fee.

The processing fee shall be Rs. 300/- per article. All the authors of the article should be either the life members of the INSEE or subscribers to the INJEE.

Clause 6: Advisors

Any person of eminence working for the cause of extension education and agricultural and rural development and who is proposed by the Executive Council can be an Advisor to the Executive Council of the INSEE.

Clause 7: Executive Council

7.1 There shall be an Executive Council to carry out the affairs of the Society according to its constitution.

7.2 The Executive Council of the Society shall consists of :

President	1
Vice-President	6 (one from each Continent – Asia, Africa, Australia, Europe, North America and South America)
Secretary – General	1
Secretary	1
Joint Secretaries	3
Treasurer	1
Chief Editor	1
Editors	4
Councillors	10

If need be, The Executive Council may co-opt upto five Councillors.

7.3 In case of any vacancy, the President of the Society will fill up the vacancy by nomination.

7.4 The term of the office bearers as listed in sub-clause 7.2 shall be **for a period of three years** and shall expire immediately after the close of the General Body meeting. However, in case of resignation and/or following deputation for one year or more as office-bearer, would automatically cease to hold office and any such vacancy will fill up by nominations by the President of the Society.

7.5 All the posts of Executive Council will be honorary in nature and will not claim remuneration.

Clause 8: Headquarter of the Society

8.1 The Headquarter of the society shall be at Nagpur (Maharashtra) India

8.2 The following positions as far as possible shall be attached with the Headquarters for smooth functioning of the Society: Vice-President (1), Secretary General (1), Secretary (1), Treasurer (1) and Councilor (1).

Clause 9: Functions of the Executive Council

9.1 Executive Council will look after various functions of the Society and will take suitable decisions related to society in accordance with objectives and constitution of the society.

9.2 The Secretary-General / Secretary shall be responsible for the overall functioning of the Society as per procedures and norms laid-down in the constitution of the Society. He will present the annual report to the General Body.

9.3 The Treasurer shall be responsible for financial affairs of the Society.

9.4 The Treasurer and Secretary-General shall operate the account jointly on behalf of the Society.

9.5 All accounts of the Society shall be audited by a Registered Chartered Accountant. The Treasurer shall submit the audit report in the General Body meeting of the Society.

9.6 An internal audit, if needed in special circumstances, shall be done by a committee of 3-5 members of the Society nominated by the President and approved by Executive Council.

9.7 The Chief Editor and Editors shall be responsible for all publications of the Society. He will seek policy guidance from the President / Secretary General / Secretary.

9.8 Institution of Awards / Fellows and citation of Appreciation and developing guidelines for awarding the same to the life members of the society and other outstanding extension scientists, field extension personnel and outstanding farmers.

Clause 10: Meeting of the Executive Council

10.1 The meeting of the Executive Council shall be held atleast once a year, preferably at the Headquarters of the Society or elsewhere in consultation of the President.

10.2 The venue, date and time of each meeting of the Executive Council shall be announced at least 3 weeks in advance. The meeting of the Executive Council shall be presided over by the President. In the absence of President, a Vice-president shall preside. In the absence of Vice-President, the Executive Council shall nominate a member present at the Executive Council meeting to preside over the meeting. The presence of 1/4th of the members of the Executive Council shall constitute a quorum. In case of lack of quorum, the President can adjourn the meeting for half an hour and reassemble. There is no need of quorum for the adjourned meeting.

- 10.3 An extraordinary meeting of the Executive Council shall be called by the President on a request signed by at least 10 members of the Executive Council or at the President's own discretion.

Clause 11: Meeting of General Body

- 11.1 It is a final / supreme authority of the society and its ruling / direction is final in all matters of the society.
- 11.2 The General Body Meeting of the Society shall be held every three years. This meeting shall invariably coincide with the organizing of a Seminar/ Conference by the Society. The General Body shall approve the reports of the Secretary-General / Secretary and Treasurer and also the annual budget.
- 11.3 The venue and date (s) of the General Body meeting shall be decided by the Executive Council. The Secretary-General/Secretary shall initiate a process of inviting proposals for hosting the proposed Conference / Seminar coinciding with the General Body meeting well in advance and will present a request before the Executive Council for approval either in its meeting or by consultation.
- 11.4 The presence of 1/4th members of the members of the General Body shall constitute a quorum. In case of lack of quorum, the president of the meeting can adjourn the meeting for half an hour. There is no need for quorum for the adjourned meeting.
- 11.5 An extraordinary General Body Meeting of the Society will be called if 30 per cent of the members of the Society sign the request to the Secretary-general for convening such a meeting or at the President's own discretion.
- 11.6 The General Body meeting of the Society shall be presided over by the President. In his absence, the same shall be presided over by one of the Vice-Presidents. In the absence of Vice-President, the General Body shall nominate the President among the members present at the meeting to preside over the meeting.

Clause 12 : Notice of Meeting

- 12.1 The Secretary General / Secretary will issue the notice of Executive Council Meeting, General Body Meeting, and Extraordinary General Body Meeting in consultation with the president.
- 12.2 The President will call an Extraordinary Meeting of Executive Council in line with Clause 10 (10.3)

Clause 13: Duties and responsibilities of the office bearers

A) President

- 13.1 The president shall preside over all the Executive Council and General Body Meetings.

13.2 President will supervise all the activities of society and guide in proper implementation of the programmes in consonance with the Rules and Regulations.

13.3 If there is a tie the President shall cast his vote

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13.4 The President shall be responsible for the formulation of the policies and the implementation of same with the approval of Executive Council.

13.5 The President will have ultimate financial powers. However, he may like to delegate some powers to the Secretary General in best interest of the Society.

B) Vice Presidents

13.6 In the absence of the President, one of the Vice Presidents will preside over the meetings.

13.7 Vice Presidents shall generally assist the President in carrying out any function assigned by the President or the Executive Council.

C) Secretary General

13.8 The Secretary General will be the Chief Executive of the Society.

13.9 He will be the custodian of the assets and records of the society.

13.10 He will call for the Executive Council Meeting, General Body Meeting and the Special General Body Meetings as per the rules and with the approval of the President and maintain the minutes book and record all the proceedings.

13.11 He will be custodian of imprest money for routine expenditure.

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

13.13 The Secretary General will have the financial powers to the extent that President delegates him in the interest of the Society.

D) Secretary

13.14 He will carry out work assigned by the President and in absence of the Secretary General.

13.15 He will carry out all such duties as are normally discharged by the Secretary General.

E) Joint Secretaries

13.16 They will carry out the work assigned by the President.

13.17 The Secretary General may call for their help in consultation with the President.

F) Treasurer

13.18 The Treasurer shall be custodian of all the funds, investment and operation of funds of Society.

- 13.19 Treasurer shall be responsible for presenting the financial statements to the Executive Council for its approval. He will get the audit of account done through the approved Chartered Accountants and presenting the same to the General Body Meeting after getting approval of Executive Council.
- 13.20 He will receive / deposit all money in INSEE'S Bank Account as per the procedure.
- 13.21 He will be responsible for maintenance of financial records of society
- 13.22 The Treasurer in consultation with the President, or Secretary General shall have the power to make sundry expenditure of Rs. 10,000/- per annum.
- 13.23 The Society's joint account shall be opened in the Nationalized Bank. The joint account shall be operated by Treasurer and Secretary General. (Clause 9.4) --6--

Clause 14: Editorial Board

- 14.1 The Editorial Board shall be constituted by the Executive Council through consensus or nominated by President of the Society.
- 14.2 The Editorial Board shall meet annually.
- 14.3 In the General Body Meeting of the Society the Chief Editor shall present the report on the activities of the Editorial Board.
- 14.4 The Chief Editor and Editors shall be responsible for publications of the Society. He will seek policy guidance from the President / Secretary- General/ Secretary. The Editorial Board shall support the Chief Editor in preparing publications of the Society.
- 14.5 The Editorial Board may have advisors to advice them. The Editorial Board shall be responsible for implementation of editorial policies as laid-down by the Executive Council / General Body from time to time.

Clause 15: Election of Office-Bearers

A committee of five senior members including the President of the Society will propose the list of Office Bearers to the General Body. The General Body will discuss and approve the final list of Office Bearers of the Executive Council. **OR** The General Body will elect the President and may give powers to him to nominate other members of Executive Council.

Clause 16: Withdrawal of Membership

Members shall have the right to withdraw from the membership of the Society by sending a written request to the Secretary-General.

Clause 17: Removal of Membership

Any member may be removed from the Society for his/her deeds not conforming to the objectives of the Society. The action for removal from the membership shall be initiated by the Secretary-general with the approval of the Executive Council which will have final authority in such matters.