

**English Language Teachers' Association of India (ELTAI)**  
**Flat No.D-54, Anandham Apartments, No.156 SIDCO Nagar Main Road,**  
**Villivakkam, CHENNAI – 600 049**

(Registered under the Registration of Societies ACT XXI of 1860, S. No. 169 of 1974)

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### **Rules And Regulations**

**I. OFFICE:** The Association called 'English Language Teachers' Association of India' and abbreviated to 'ELTAI' will have its registered office at Chennai at the address mentioned at the top unless otherwise intimated.

### **II. OBJECTS OF THE ASSOCIATION**

- (1) To provide a forum for teachers of English as well as others interested in the study of English for exchange of views and experiences relating to the teaching of English at all levels of education,
- (2) To organize staff development programmes for updating the knowledge as well as improving the skills of teaching of the teachers of English in schools and colleges,
- (3) To provide consultancy services to educational institutions and other bodies in respect of the improvement of communication skills of their employees in English,
- (4) To act as a clearing house of new knowledge in the ELT field for all its members and others interested in promoting the study of English,
- (5) To promote research and encourage experimentation in ELT,
- (6) To present to the educational administrators and others the professional view-points of the teachers of English in respect of curriculum making, methodology of teaching, etc. whenever necessary, and
- (7) To take any other measures necessary for the promotion of standards in the ELT field.

### **III. MEMBERSHIP**

1. There will be two categories of members, viz.,: Individual and Institutional.
  - a) Individual Membership will be of two kinds: Teachers and Research Scholars.

- i. Annual Membership: Individual teachers (in service or retired) will pay an annual membership fee of Rs 400/-; Research Scholars will pay Rs 200/- per annum.
    - ii. Short-Term Membership (For a period of 3 years only): Teachers will pay a sum of Rs 1000/-; Research Scholars will pay Rs 500/-. Long-Term (Donor) Membership (For a period of 10 years only): Teachers will pay a sum of Rs.3000; there will be no long-term membership for research scholars.
  - b) Institutional Membership:
    - i. Annual Membership: Institutions will pay an annual membership fee of Rs 500/- only.
    - ii. Short-Term Membership (For a period of 3 years only): Institutions will pay a membership fee of Rs 1,200/- only.
    - iii. Long-Term (Donor) Membership (For a period of 10 years only): Institutions will pay a membership fee of Rs 4,000/- only.
- 2. The Executive Committee reserves the right to revise the Membership fees from time to time as required and members shall check the Website for any such changes at the time of renewal and pay the fees prevalent then.**
  3. Membership of the Association is open to any person above the age of 21 who is interested in the teaching and learning of English as a second or foreign language.
  4. The Executive Committee may recognize any person or persons who have contributed to the growth and development of the Association or whom they consider specially qualified to be of service to the Association, as a Patron of the Association. Such Patron or Patrons may be invited to attend the Executive and General Body meetings of the Association in an advisory capacity.
  5. The Executive Committee shall have the right to reject any application for new membership or renewal of membership without assigning any reason.

#### **IV. FINANCE**

The funds of the Association will be made up of: a) Membership fees; b) Donations, gifts, grants-in-aid, endowments, amounts raised by benefit performances or by any other means as deemed fit (or appropriate) by the Executive Committee.

## **V. ACCOUNTS AND AUDIT**

The accounts of the Association shall be audited annually by a qualified auditor appointed by the General Body.

## **VI. MANAGEMENT**

- (1) The Management of the Association shall be vested in an Executive Committee, which shall consist of eight office-bearers (President, 2 Vice-Presidents, Secretary, 2 Joint Secretaries, Treasurer and Coordinator) elected by the General Body from among its members, and the conveners of five active chapters identified, nominated and co-opted by the Executive Committee. They shall hold office for a period of two years from the date of their election and/or nomination, as the case may be.
- (2) The Executive Committee shall elect from amongst themselves a President, two Vice-Presidents, one Secretary and two Joint Secretaries – one associated with tertiary level education and the other school education –, a Treasurer and a Coordinator.
- (3) The Executive Committee shall have powers to appoint a committee or committees for such purposes and with such powers as they may specify and deem fit in the interest of the efficient management of the Association from time to time and the recommendations and suggestions of the committees thus formed/appointed shall be subject to ratification by the Executive Committee.
- (4) The quorum for a meeting of the Executive Committee shall be five.-
- (5) The Executive Committee of the Association is empowered to derecognize at any time any chapter which fails to fulfil any of the guidelines and/or stipulations provided under section XIV of these bylaws, i.e. 'FORMATION OF CHAPTERS'.

## **VII. DUTIES OF THE OFFICE-BEARERS**

### **(1) PRESIDENT**

The President of the Association shall preside over all meetings of the Executive Committee and the General Body. In his absence one of the Vice-Presidents present shall so preside and in the absence of both the President and either of the two Vice-Presidents, the members present may elect one among themselves to preside over that particular meeting.

(2) **VICE-PRESIDENTS**

One of the two Vice-Presidents present shall preside over a meeting of the Executive Committee and the General Body in the absence of the President. The Vice-Presidents will also advise the President and the Secretary on matters of crucial importance that may arise from time to time, notwithstanding such advice being only recommendatory and not being binding on the President or the Secretary, as the case may be.

(3) **SECRETARY**

The Secretary nominated by the Executive Committee shall exercise all the powers of the Association when the Executive Committee is not in session, subject to ratification by the Executive Committee at its meeting or through circulation. He/She shall authorize expenditure on such items as have been approved by the Executive Committee in the Annual Budget. He/She may also authorize expenditure on items not included in the budget but within the budgeted amount, subject to the approval of the Executive Committee either through circulation or at its next meeting.

He/She shall carry on the day-to-day administration of the Association and maintain a record of work of the Association and shall be the custodian of the title deeds, records and other documents of the Association and shall be in charge of all movable and immovable properties belonging to the Association. He/She shall be the person to sue and to be sued on behalf of the Association in all matters.

(4) **JOINT SECRETARIES**

There will be two joint secretaries, one representing the school education sector and the other the tertiary level. They shall assist the Secretary in the administration of the Association and in maintaining a record of work of the Association. They shall also perform any other duty or task that may be assigned to them by the Executive Committee and/or the Secretary.

**(5) TREASURER**

The Treasurer shall maintain an accurate record of all the receipts and disbursements during each month and present an abstract of the statement of income and expenditure at the meeting of the Executive Committee every three months.

**(6) CO-ORDINATOR**

The Co-ordinator shall be in charge of liasoning with the chapters and starting student chapters besides any other responsibility that may be assigned by the Executive Committee and/or the Secretary from time to time.

**VIII. THE EXECUTIVE COMMITTEE**

The Executive Committee shall have powers:

1. To raise or collect funds by subscription, donations, gifts, grants, endowments by individuals and institutions and sponsorships, or by benefit performances, or other means.
2. To borrow or raise money by mortgage, floating debentures etc. but with the prior sanction of the General Body so far as it relates to immovable properties except in the case of mortgage in favour of the government for building grant.
3. To acquire property by purchases, transfer, lease or otherwise.
4. To negotiate sale of immovable properties belonging to the Association with the prior sanction of two-thirds majority of the members present and voting at a meeting of the General Body of the Association.
5. To appoint, remove, dismiss or otherwise take disciplinary action against any employee of the Association.
6. To make such rules, bye-laws, and regulations as may be required for the conduct of the affairs of the Association.
7. To publish periodically books and other literature designed to promote the teaching of English.
8. To publish a Journal and/or a newsletter relating to the English language or its teaching and learning.
9. To organize annual conferences.
10. To organize refresher courses, seminars, workshops and other in-service programmes.

11. To carry out generally all other acts necessary for the furtherance of the objects of the Association.
12. (a) The Executive Committee may delegate from time to time any of its powers to such person or persons as it deems fit and may withdraw the same without assigning any reason.  
(b) It may decide to affiliate the Association to any All India Organisation and/or to any international organisation with similar objectives.  
(c) It shall open an account in the name of the Association in any scheduled bank and authorize the Secretary and Treasurer to operate the account.  
(d) A member of the Executive Committee shall be deemed to have vacated his/her seat if he/she should be adjudged insolvent or convicted by a criminal court of an offence of moral turpitude punishable with fine or imprisonment or both, or a vote of no confidence against him/her by not less than two-thirds majority of the members present and voting at an extraordinary general body meeting of the Association convened for the purpose.
13. In the event of any mid-term vacancy arising either by resignation or otherwise, the Executive Committee may nominate any member of the Association in that place for the remaining period.

#### **IX. MEETINGS**

- (a) The Executive Committee shall meet ordinarily at least once in three months.
- (b) The Secretary may convene a meeting of the Executive Committee in consultation with the President as and when necessary. He/She shall also convene a meeting based on a requisition by not less than three of its members.

#### **X. GENERAL BODY AND ACCOUNTS**

- (a) The General Body of the Association shall meet every year. The Treasurer shall prepare and place before the meeting the annual financial/income-and-expenditure report and the budget of probable receipts and expenditure for the next year. Such budget shall be discussed and passed by the General Body with amendments as it deems fit to make.
- (b) An extra-ordinary meeting of the general body of the Association may be convened by the Secretary at the instance of the Executive Committee. It may also be convened

based on a requisition signed by not less than one-third of the members of the general body or 50, whichever is less.

- (c) The quorum of a general body meeting shall be 10 or 1/10th of the members on rolls, whichever is less.

## **XI. AMENDMENTS TO RULES**

- (a) These rules may be amended in the manner provided in the Societies Registration Act.
- (b) The Executive Committee shall have the power to frame bye-laws not inconsistent with the constitution of the Association on all matters falling within the objects of the Association on which the rules are silent or in order to supplement the same to carry out the objectives.

## **XII. OFFICIAL JOURNAL**

The official Journal of the Association shall be *The Journal of English Language Teaching (India)* and it will be published bimonthly, i.e. every two months. The Executive Committee shall constitute an Editorial Board and also appoint the Managing Editor. Every member of the Association shall be entitled to get a free copy of each issue of the journal for the duration of the membership period.

## **XIII. ANNUAL CONFERENCE**

The Association shall arrange for an annual conference preferably when educational institutions hosting the conference are closed for the students and they have vacant hostel accommodation for outstation delegates. Members of the Association are entitled to attend the conference as delegates on payment of a delegate fee as may be prescribed by the Executive Committee. The Committee shall also frame suitable rules and conditions for the organisation and conduct of the Conference.

## **XIV. FORMATION AND FUNCTIONING OF CHAPTERS**

- (1) The Executive Committee may, at its discretion, permit the establishment/formation of a Chapter at any place in India, preferably district/taluk headquarters, and its suburbs, provided it enrolls not less than twenty-five members to join it.

- (2) A letter of intent for the starting of a new chapter shall be sent to the Association headquarters, which will refer the sender of the letter to the Association website for relevant rules and regulations governing the chapters and/or send relevant extracts from the Association bylaws.
- (3) Then a formal application shall be sent for recognition and approval along with the membership fees collected as indicated in the membership guidelines. The application will be considered by the Executive Committee and approval given only after receipt of the individual membership applications in the prescribed format (either by post/courier or scanned copies sent as email attachments) and the fees collected (as a single Demand Draft or through a single NEFT transfer, as per the procedure indicated for submission of membership fees).
- (4) A person will be deemed to have become a member of the Association only from the date of receipt of his/her membership fee at the headquarters in Chennai. All the members thus enrolled by Chapters duly established are bound by the rules and regulations of the parent Association.
- (5) The General Body of each Chapter comprising all the members of the chapter may frame its own rules regarding the conduct of its affairs – constitution of its Executive Committee, its powers and functions, election of office-bearers, conduct of its General Body meetings etc. – without violating any of the provisions of the constitution and bylaws of the Association.
- (6) Each chapter will have a Convener from among its office-bearers who will be the contact person for the parent Association. The Convener will function like the Secretary, but the designation ‘Convener’ shall be used to avoid being confused with and being seen, albeit inadvertently, as the Secretary of the parent Association.
- (7) The General Body of a Chapter shall, after electing the office-bearers for the first term, unanimously choose the senior-most member or someone else from among those present as the pro-tem presiding officer for conducting the election of office-bearers for subsequent terms.
- (8) Each Chapter is free to organize its activities which would further the objects of the Association in the area of its jurisdiction as delimited by the Executive Committee of the Association.

- (9) (a) Each Chapter shall remit to the Association 90% of the membership fees collected from all types of individual members, i.e. annual, short-term and long-term). They would be deemed to have become members of the Association only after receipt of the amount so collected by the latter. The chapter may issue every member thus enrolled by the chapter a temporary receipt, which will be valid until a regular receipt is issued to every member by the headquarters for the full membership fee (i.e., 100%).
- (b) Each Chapter is empowered to keep the remaining 10% of the individual membership fees collected and also generate funds of its own accord for carrying on its activities in consonance with the objects of the Association.
- (c) In the case of institutional membership, the entire amount so collected from institutions and libraries, shall be remitted to the Association in full.
- (10) Each chapter is permitted to collect, in addition to the ELTAI membership fee, an amount not exceeding 15% of the membership fee in the name of the chapter concerned for which the chapter shall issue a separate receipt to the member specifying that the additional amount collected is for the operational expenses of the chapter; the headquarters is not liable in any way in respect of this additional fee.
- (11) In addition, each chapter may mobilize, in the name of the chapter concerned, additional resources from among its members or from legally permissible outside sources which are known to have good ethical practices for conducting specific programmes after securing prior permission and authorization for such resource mobilization from the Executive Committee and under intimation to the parent Association.
- (12) To begin with, a Core Committee consisting of 3-4 members may be formed to assist the Convener in planning and conducting the activities of the chapter until the general body of the chapter meets to elect its office-bearers, which shall take place not later than two months from the date of formation of the chapter.
- (13) Each chapter shall open a separate savings bank account in a scheduled bank in the name of 'ELTAI (name of the chapter) Chapter' and the account shall be operated jointly by two of the elected office-bearers. All incomes and expenditures shall be recorded, filed and duly audited every financial year and the audited statement of accounts shall be presented and approved at the annual general body meeting of the chapter. A copy of the audited statement of accounts and the minutes of the annual general body meeting at which the audited

accounts have been approved must be submitted without fail to the parent Association for its records. It is obligatory for each chapter to send the headquarters the audited and approved statement of accounts for the financial year ending 31st March before 31st July of that year for inclusion in the audited statement of accounts of the parent Association.

- (14) The Executive Committee is authorized to revoke or withdraw recognition to any chapter after giving the convener and/or the office-bearers of the chapter concerned a notice citing the reason(s) for the contemplated withdrawal of recognition and considering the validity of the explanation(s) given by the chapter, if any.
- (15) Failure of a chapter to submit the annual audited statement of accounts duly approved by the respective general body (evidenced from the minutes of the meeting) will be a valid ground for withdrawal of recognition accorded to the chapter.
- (16) The Executive Committee of the Association may also withdraw recognition given to a chapter if there are valid complaints from its members or the public about the functioning of the chapter, after bringing them to the attention of the chapter and seeking explanation.
- (17) The Convener of each chapter shall send half-yearly reports to the Association about its functioning and its activities.
- (18) Each chapter, in all its official communications, shall indicate clearly and prominently the Registered postal address, website and email addresses, and telephone number of the Association as well as the name of the flagship print Journal besides its own official address.
- (19) The Executive Committee of the Association is empowered to derecognize at any time any chapter which fails to fulfil any of the requirements given above.

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