



# DEWAS SAHODAYA SCHOOLS COMPLEX

## Bye - Laws

### **HISTORICAL BACKGROUND OF SAHODAYA MOVEMENT**

The idea of Sahodaya Complexes was the National Policy on Education started from 1986 in strong words for the need of meeting the quality of education. FREEDOM TO LEARN AND FREEDOM TO GROW

### **CONSTITUTION OF DEWAS SAHODAYA SCHOOL COMPLEX**

- The name of the Dewas Sahodaya Complex shall be DEWAS SAHODAYA SCHOOL COMPLEX” also referred as **DSSC**.
- Office of the Sahodaya School shall be the office of the President who occupies the chair from time to time or as decided by the Members of the Sahodaya.
- Usually the Jurisdiction of DEWAS Sahodaya shall be confined to its geographical area of the member schools in Dewas district. However this can be extended to other schools out of this region, if no other Sahodaya is available in their area.
- **OBJECTIVES OF DEWAS SAHODAYA SCHOOL COMPLEX**
  - 1) Encourage professionalism among teachers and educational innovativeness among institutions.
  - 2) To promote inter-school collaboration and initiate inter-school competition and activities.
  - 3) To promote academic collaboration through teacher exchanges, common science fairs, joint seminars, workshops, trainings, exchanging ideas and creating and exchanging subject wise question bank etc.
  - 4) To invite experts in the field of education for discussions and conferences.
  - 5) To bring all committed educators on a common platform to facilitating peer interaction also to have an effective channel of communication between the schools & CBSE.
  - 6) To encourage sharing of experiences and best educational practice

### **TYPE OF ACTIVITIES:**

DEWAS Sahodaya School Complex can take up following types of activities:-

- Conduct of Orientation programmes, Teacher & Student Empowerment Programmes, Seminars / Workshops on different themes and in different subjects.
- Discussion on implementation of circulars, guidelines, issued by the Board.
- Action research studies on curriculum development, curriculum transaction and evaluation for sending feedback to CBSE for further improvement.
- Conduct of Inter-School Competitions in sports and other co-curricular activities.
- Taking up community development projects.
- Sahodaya can conduct activities in collaboration with other Sahodaya/NGO/Companies/Organizations.

## **RULES & REGULATIONS:**

### **Bye-law 1 – Membership**

- 1) Membership is open for all the affiliated schools with CBSE, situated in the said area of operation of the Sahodaya.
- 2) School applying for the membership should not be a member of any other Sahodaya.

### **Bye-law 2 – Enrollment**

- 1) The Principal of the affiliated school has to apply to Secretary of the Sahodaya in the 'Prescribed Form' for becoming the member of the Sahodaya.
- 2) On receiving the application, the secretary will inform the Executive Committee and then admit the member.
- 3) Treasurer will receive the membership and annual fee and deposit it in the bank account of DEWAS Sahodaya.
- 4) The General Body Meetings will be held on the last working day of every month.
- 5) The working Principal has to attend the meeting, since it is a Principals Forum, only Principals should attend the meetings.
- 6) The venue of meeting can be mutually decided.
- 7) **All the member Principals are expected to attend the meeting. If the members do not attend minimum four meetings in a year, Executive Committee will have the right to discontinue membership of such school.**

### **Bye-law 3 – Membership Fee / Annual Fee / Special Contribution:**

The Dewas Sahodaya must have regular source of funds which may be raised in the form of Membership Fee, Annual Fee.

- 1) A school on admission to DEWAS Sahodaya is required to pay 'one time' membership / enrolment fee as fixed by the Executive Committee (EC).
- 2) The member school also shall pay an 'Annual Fee' as fixed by the E.C.
- 3) The Sahodaya however can ask for special contribution for the conduct of different kinds of programmes such as Annual Sahodaya Sports Meet, Annual Sahodaya MUN Meet, Annual Conferences and meets etc.

### **Bye-law 4 – Office Bearers and their elections:**

- 1) There shall be a President, Vice President, Secretary, Joint Secretary, Treasurer for the day to day management of the Sahodaya.
- 2) Other than the above core committee there will be three executive members.
- 3) The term of the office bearers will be **TWO YEARS**.
- 4) The elections of the office bearers should be held in the Annual General Body meeting.
- 5) The Principal of a 'member school' should have completed at least five years as Principal in a CBSE affiliated school to be eligible for the post of any Office bearer.
- 6) **The next election should be notified by the ongoing Executive Body at the time of completion of the term in the GBM.**

- 7) The person who is nominated should be a member of DEWAS Sahodaya.

**Bye-law 6 – Duties of Office bearers:**

- 1) **The President** shall preside over the meetings. He / She will decide the issues of discussion for EC meeting in consultation with other office bearers and prepare the Agenda. He / She shall represent Dewas Sahodaya at formal occasions. He / She shall act as a main liaison between Dewas Sahodaya, CBSE and member schools. The President will be responsible for the generation and operation of bank account of Dewas Sahodaya along with Treasurer and Secretary. The President and Treasurer of the elected core committee shall be signing authority for the Cheques of income- Expenses of Dewas Sahodaya group.
- 2) **The Secretary** shall act as the primary and the official record keeper of all non – financial matters. He / She is in-charge of maintaining and distributing official minutes for all meetings and filing of various documents of Sahodaya. He / She will notify the schools for the meetings. He / She will maintain complete documentation of the various activities of the Sahodaya.
- 3) **The Joint Secretary will work with the Secretary and during his / her absence, the Joint Secretary shall discharge the duties of the Secretary.**
- 4) **The Treasurer** will maintain all Dewas Sahodaya financial records. It is the duty of the Treasurer to maintain DEWAS Sahodaya Bank Accounts and provide accurate record for each transaction and produce before the Executive Committee on demand. The Treasurer must make a report of the Dewas Sahodaya finances at each GBM. He / She is authorized to receive all funds on behalf the Sahodaya and shall disperse the same as decided by the President of core committee. He / She will prepare the annual income & expenditure statement to be put up at the time of GBM. He / She will be responsible for the getting the approved income and expenditure statement audited. The Treasurer should collect all dues, if any from all members including the Elected Core Committee Members. The Cash transactions for the Sahodaya Group of CBSE Schools Dewas, Dewas Chapter should only be done through Online Cash Transactions through NEFT or Electronic Fund Transfers to the specified Bank Account of the Sahodaya Group. - The Treasurer shall through the President send a reminder to Defaulter Members for the submission of Joining/ Annual/ Subscriptions to its members including Elected Core Committee Members if any.
- 5) **The President and the Secretary shall sign and execute all instruments on behalf of the Sahodaya or to which the Sahodaya may be a party.**

**Bye-law 7 – Powers of Executive Committee and its meetings:**

- The Executive committee will consist of the following members: The President, Secretary, Joint Secretary, Treasurer, and two executive members(one ex president and one more as per committee approval)
- The Executive Committee should meet twice in a term other than the regular GBM.
- The E.C can accept contributions in money / kind if it is beneficial to and in tune with the purpose of the Sahodaya.
- The E.C can appoint an Auditor to audit the accounts of the Sahodaya.

**Bye-law 8 – Power of General Body and its meetings:**

- There should be a general body consisting of all the members which should meet at least once every month by giving reasonable time to the members.
- To elect the President, Secretary, Joint Secretary, Treasurer, and two executive members for the Sahodaya.
- To enact, adopt, and amend bye laws provided.

**Bye-law 9 – Accounts & Access of Books and Records to Members:**

The Sahodaya shall open a bank account in a scheduled bank and shall be operated jointly by the President, Secretary and Treasurer. Any two signatures are enough to pass the cheque. The accounts shall be audited by the Auditors approved by the E.C. The audited accounts shall be presented in the Annual General Body Meetings for the approval of the members.

The Annual Budget, Audit Report has to be placed before the General Body Members by the Treasurer Annually each year in the beginning. The summary of the last financial year shall be shared with all Members of the Sahodaya Group of CBSE Schools Dewas.

**Bye-law 10 – Quorum:**

The quorum for any meeting will be 1/2 of its members. This is applicable for both GBM& EC Meeting.