

HISAR SAHODAYA SCHOOLS, HISAR

AIMS AND OBJECTIVES

1. To guide members school for providing quality education with regard to the need of the hour.
2. To conduct workshops/seminars/conferences for advancement of educational and administrative expertise to the members.
3. To provide in-service training programs for teachers.
4. To conduct inter-school literary and sports activities.
5. To render assistance to member schools in their quest for excellence.
6. To recognize the achievement of students, staff, teachers and Principals.
7. To share best practices in scholastic and co-scholastic areas.
8. To prepare question banks for Board classes.
9. To collaborate with similar forum or groups on a common issue affecting the smooth functioning of the members schools.
10. To uphold and promote secular and democratic values of every member school.
11. To act as a liaison between CBSE and member schools in implementation of its policies, projects, distribution of publication etc.

Bye Laws

01. NAME: The name of the Sahodaya shall be "Hisar Sahodaya Schools."

02. OFFICE: The registered office of the "Sahodaya" is Thakur Dass Bhargava Senior Secondary Model School, Rajgarh Road, Hisar and may be shifted to any other place or places as decided by the Sahodaya from time to time.

03. Membership: The membership is open to Principals of all schools in Hisar district which are affiliated to C.B.S.E.

The annual fee as decided by the members of the Sahodaya unanimously at Annual General Body meeting should be deposited not later than 30th April of the current year. A member school failing to do so may lose its membership.

04. NEW MEMBERSHIPS: The new school should apply not later than 31st July of the current year along with the copy of CBSE Affiliation Letter and Membership Fees of **Rs. 5000/-**

05. CESSATION OF MEMBERSHIP: Membership can be ceased.

- (a) Submitting application by the Head for withdrawal.
- (b) Acting against the interest of the Sahodaya.

(c) Not attending three consecutive meetings in a year.

(d) Non-payment of dues for two years continuously even after issuance of notice.

The notice for the termination of membership shall be communicated to the concerned member in writing after which the said member shall have the right to explain the circumstances to the Sahodaya in this regard. The decision of Sahodaya shall be final and binding to all the members.

06. GENERAL BODY: Members of Sahodaya represented by the Head of the School is called General Body. General Body is the supreme authority of the Sahodaya. It shall formulate, amend its bye-laws, elect its office bearers, pass annual Budget of the Sahodaya, ratify the resolutions passed in last General Body meeting.

The General Body shall sit quarterly and in case of Emergency it can be convened at any time with telephonic information.

The management of the Sahodaya and all its affairs shall be vested with the General Body. It shall exercise all such powers and do all such acts and things which are essential to attain the aims and objectives of the Sahodaya.

(a) The General Body shall accept new members and remove members who ceased to be the member as per clause 5(five) of the Bye-laws.

(b) To prepare the annual Budget for the Sahodaya.

(c) To raise, maintain and invest funds in accordance with the rules and regulations of the Sahodaya.

(d) To approve the expenditure of the Sahodaya from time to time.

(e) Appoint staffs (employees) salaried or honorary to carry out day – to – day administration and implementation of its aims and objectives.

(f) To amend the bye-laws of the Sahodaya.

(g) To frame different rules and regulations for its smooth functioning.

(h) To purchase assets for the Sahodaya.

(i) To fix the dates of different General Body Meeting.

(j) To form different Sub-committees and place its reports in the General Body meeting.

(k) To appoint qualified auditor and get its accounts audited.

(l) And to do all such acts or things which are essential for attaining the aims and objectives of the Sahodaya as decided from time to time.

The members of the Sahodaya shall in its annual general Body meeting specially convened for holding Election shall elect the following office bearers for tenure of 2 years. The posts shall be Honorary; these four office bearers constitute the Executive Body of the Sahodaya Complex.

(i) President

(ii) Vice-President (iii) Secretary

(iv) Joint Secretary

(v) Treasurer

(vi) Joint Treasurer

(vii) P.R.O.

07. EXECUTIVE BODY: Executive Body means all the Seven office bearers.

08. Rules and responsibilities of Executive Committee:

- I. The executive body in particular and all members in general will follow the basic philosophy of Sahodaya.
- II. To organize regular meetings for the members at the chosen venue. Meetings will be attended by the principals only.
- III. To plan and monitor the Sahodaya Calendar for the academic year.
- IV. Generating the resources to keep the pace of the learners with the new techniques.
- V. Allocation/ Sanctioning budget for the various programmes to be held during the tenure.
- VI. Timely-distribution of the minutes and agenda.
- VII. Get the annual audit done by an auditor.
- VIII. Transferring the account to the New Official Executive Body for smooth transaction.
- IX. Organising Educational Training programmes with the help of member schools.
- X. Timely information of the New Executive body to the CBSE President and Regional Office.
- XI. Allocation of duties voluntarily to the member school and heads in case of an event or programme.

09. POWERS AND FUNCTIONS OF THE EXECUTIVE BODY: Means the powers and functions of the office bearers.

(a) PRESIDENT: The President is the chairperson of the Sahodaya who shall preside over all the meetings. The President shall have the right to cast its vote in case of Tie and shall become the President of all the committee and to do all other acts or things for attaining aims and objectives of the Sahodaya.

(b) VICE PRESIDENT: In the absence of the President, the Vice-President shall do all the acts or things vested with the President.

(c) SECRETARY: The Secretary shall be the custodian of all the records and assets. The Secretary shall be the Chief Executive Officer of the Sahodaya and look after the execution of the policies and decisions taken by the General Body / Sahodaya.

(d) JOINT SECRETARY: In the absence of the Secretary, the Joint Secretary shall do all the acts or things vested with the Secretary.

(e) TREASURER: The treasurer shall maintain the Books of account and money receipt. Treasurer shall assist the secretary in all matters.

(f) JOINT TREASURER: He/She will assist the treasurer in managing funds.

(g) P.R.O.: The P.R.O. will manage the public relation of Hisar Sahodaya including website.

10. ELECTION: The office bearers shall continue for a term of 2 years. The Election of office bearers shall be held in the month of May and the General Body shall prepare the Election rules for its smooth conduct.

11. MEETINGS: All the meetings of Sahodaya shall be convened by the Secretary in consultation with the President of the Sahodaya Schools.

12. NOTICE OF MEETING: Not less than 7 days notice shall be required for convening General Body but emergency General Body meeting shall be convened at short notice over telephonic message. The notice of the meeting should be e-mailed to all members.

13. QUORUM: No business shall be transacted in any meeting unless at least one third of total members are present within 30 minutes from the schedule time. If no Quorum is present as per the schedule the meeting shall be adjourned to some other date as decided in consultation with the President. Quorum is not required for adjourned meeting.

14. FUNDS: Funds of the Sahodaya can be raised by collecting membership fee Rs. 4000/- annually by 30th April. Aids from Govt. and non-Governmental agencies, Donations and by other means not in contraventions of any provision of law of the land as decided by the Sahodaya from time to time and the funds of the Sahodaya Schools Sahodaya shall be deposited by opening an account in Punjab National Bank or any of the Nationalized Bank or scheduled bank jointly by the President and the Treasurer.

15. AUDIT: The funds of the Sahodaya shall be audited by a qualified *Chartered Accountant* appointed by Sahodaya and report shall be placed in the General Body Meeting by 30th June of every year.

16. JURISDICTION: For purpose of jurisdiction, the jurisdiction of Hisar Sahodaya Schools shall be the place where its registered office situates from time to time. At present for the purpose of jurisdiction it shall be to Hisar jurisdiction only.