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**BYE-LAWS OF Dr. Radhakrishnan Sahodaya School Complex, Bokaro Chapter**

**NAME: This complex shall be called 'Dr. Radhakrishnan Sahodaya School Complex, Bokaro'.**

**Office :“ The Head Office of the RKS Complex will be at the school whose Principal will be elected as the President of the RKS Complex.”**

**1.0.0 Interpretation:**

The Jurisdiction of The Dr. Radhakrishnan Sahodaya School Complex, Bokaro Chapter shall include members of All CBSE Affiliated Schools of Secondary/Senior Secondary Level of the Bokaro District, Jharkhand.

The Members of this group shall be Head of Schools (Principal)/Principal Incharge/Officiating Principal affiliated to Central Board of Secondary Education, New Delhi as per instructions of the CBSE Board vide letter no. ACAD/H (I&R)/SAHODAYA/2011dated: 15<sup>th</sup> July 2011. This Complex shall be headed by the concerned President.

The Dr. Radhakrishnan Sahodaya School Complex, Bokaro Chapter shall have the State of Jharkhand as its Jurisdiction. It shall support the Members of the District of Bokaro with respect to Academic excellence and standardization for the benefit of the stake holders i.e. students and parents of CBSE affiliated schools within the district of Bokaro.

**1.0.1 Sahodaya School Complexes: The Concept**

In 1987, CBSE brought out a publication titled, “Freedom to learn and freedom to grow through Sahodaya School Complexes” (SSCs) which Organized on “SSCs” as a voluntary association of schools in a given area, who through mutual choices, have agreed to come together for a systematic and system-wise renewal of the total educational process. In other words as “Sahodaya” signifies rising together, it identifies six areas, for systematic reforms, for collaboration amongst schools of its complex:

Through positive promotional efforts, the Board has helped schools to come together and form an interactive and sharing relationship. At present, there are 260 such complexes which are active throughout the country, coming together to share innovative practices in all aspects of school education including curriculum design, evaluation and pedagogy while providing support services for teachers and students and also introducing the relevance of co-operative learning & collaborative networking.

**1.0.2 Historical Background**

Though the idea of Sahodaya School complexes was first mooted by the Education Commission, 1966, it was the National Policy on Education, 1966 which reiterated in strong words the need for promoting school complexes for meeting the quality of education. This set the tone for bringing the schools together and networking them for healthy interaction among themselves .The first national conference of Principals of CBSE affiliated schools organized by CBSE in collaboration with APSC Madras in 1985 emphasised collaboration among schools and establishing linkages in academic and other co-curricular and cultural activities. The idea of Sahodaya School Complexes was further concretised when CBSE,



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jointly with NPSC, organized a two day conference of school principals and teachers in Delhi in October 1986. The resolution number 5 stated “Accepting the necessity for establishing school complex(es) which may be named SS complexes so that isolation that exists today between the school will give way to partnership among schools within the Complex. They identified six areas, to begin with, for collaboration amongst schools of its complex:

<b>1.Educative Management</b>	<b>4.Professional Growth of Teachers</b>
<b>2.Evaluation</b>	<b>5.Value-Oriented School Climate</b>
<b>3.Human Resource Mobilization</b>	<b>6.Vocationalisation of Education.</b>

The year 1987 saw a further boost to the idea of setting up of SS complex (es) when CBSE in pursuance of the National Policy of Education, 1986 used a booklet titled, “Implementation of National policy on Education in CBSE affiliated Schools-Programme of Action for three years” which reiterated school complexes and resolved to encourage the process of setting of Sahodaya School Complexes.

### **Background of Dr. Radhakrishnan Sahodaya School Complex, Bokaro**

Dr. Radhakrishnan Sahodaya School Complex, Bokaro was inaugurated on 12<sup>th</sup> December 2002 by R. G. Balasubramanian, Director (Academics), CBSE, Delhi in accordance with the idea of Sahodaya School Complex which was first mooted by the Education Commission 1966. It was the National Policy on Education, 1966 which reiterated in strong words the need for promoting school complex for meeting the quality of education. This set the tone for bringing the schools together and networking them for healthy interaction among themselves.

“The year 1987 was a further boost to the idea of setting up of Sahodaya School Complex when CBSE in pursuance of the National Policy of Education, 1966 used a booklet titled Implementation of National Policy on Education in CBSE affiliated schools-Program of Action for three years” which reiterated school complex and resolved to encourage the process of setting of Sahodaya School Complex.

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#### **1.0.3 Objectives:**

“Freedom to learn and freedom to grow through Sahodaya School Complexes” (SSCs) which characterized “SSCs” as a voluntary association of schools in a given area, who through mutual choices, have agreed to come together for a systematic and system-wise renewal of the total educational process, practice & pedagogy. In other words as “Sahodaya” signifies rising together, it identified six areas, to begin with, for collaboration among schools of its complex:

- (i.) To work jointly for the smooth functioning of schools in the jurisdiction without interference from



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unauthorized person (s) or unrecognised associations.

- (ii.) To organize all Member Schools under one banner to stand for the common cause of safe guarding the educational interest of the Member Schools which are bound by the Bye - Laws of the Sahodaya School Complex, Bokaro Chapter.
- (iii.) To collaborate with similar Forum or Groups to address common academic issues affecting the smooth functioning of the Member Schools.
- (iv.) To sensitize the stake holders to uphold Constitutional Value of right citizenship, communal harmony and national integration.
- (v.) For continuous development of students and improvement of teachers of the Sahodaya School Complex, Bokaro Chapter.
- (vi.) To uphold and promote better learning experience and outcomes of every Member School.

### **RULES AND REGULATIONS:**

#### **1.0.4 Membership:**

- (i) The Membership is open to all schools Affiliated to CBSE upto Secondary and Senior Secondary level within Bokaro, District.
- (ii) Application for Membership shall be submitted to the President of the Sahodaya School Complex, Bokaro Chapter through the Online Form available on <https://www.drsscbokaro.org/> and the Application for Membership should be sent by the interested school on the School Letter Head with the signature of The School Principal/Principal Incharge/Manager/Director. The Application should also contain a Copy of the Affiliation Letter issued by CBSE, New Delhi duly signed by the School Principal and Manager with the Official Rubber stamp of the School, along with the Joining Membership Fee of Rs. 12,000/- (presently) in the form of Demand Draft/Cheque or Online Fund Transfer to Dr. Radhakrishnan Sahodaya School Complex, Bokaro Chapter in official Bank Account Number.
- (iii) The School may become a member if proposed by any existing Member School at a regular General Body Meeting of the Sahodaya School Complex, Bokaro Chapter.
- (iv) The existing member schools shall pay an amount of **Rs.12,000/- (Rupees Twelve Thousand Only)** Annually by 15<sup>th</sup> August positively of the current year.
- (v) A Copy of the Bye-laws and Annual Statement of Income - Expenditure account, Annual Budget along with a list of Annual Payment made by different member schools and Dues List will be available on the Website of Sahodaya School Complex, Bokaro Chapter. Annual Magazine of Sahodaya School Complex, Bokaro Chapter shall also be published.
- (vi) A laminated Membership Certificate (Valid for One Financial Year) will be provided to each member school on the successful payment of the membership subscription once a year.



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### **1.0.5 Withdrawal from Membership:**

Any member wishing to withdraw from the Membership may do so in writing to the President of the *Dr. Radhakrishnan Sahodaya School Complex, Bokaro Chapter* on the Official Letter head of the School. On leaving the member has to surrender their membership certificate.

### **1.0.6 Removal from Membership:**

The member or member School shall lose its membership in the following cases;

- i. In case the Member acts against the interest of the Sahodaya School Complex, Bokaro Chapter
- ii. In case the Member does not pay the Annual subscription for two consecutive years.
- iii. In case the Member resigns from the Sahodaya School Complex, Bokaro Chapter
- iv. In case the Member absents himself/herself from attending three meetings in succession without information (A reminder shall be sent to the member through the Office bearer in case 2 meetings are missed, However justifiable Absence will be treated with support and concern.)
- v. For any cause the Sahodaya School Complex, Bokaro Chapter may deem reasonable for removal of membership, the member will be communicated of the decision of the expulsion in writing from the Competent Authority.

However, if the member so desires, the member will be given an opportunity for explanation and if the **explanation of the member is NOT satisfactory**, the removal of membership will be ratified and the decision of the Sahodaya School Complex, Bokaro Chapter (50%+1 majority) of all its Members and Office bearers shall be deemed final and binding.

The Member, once removed from the Sahodaya School Complex, Bokaro Chapter, shall thereafter loose privileges or powers the member is entitled to. This rule shall bind all Office Bearers and Members of the General Body of the Sahodaya School Complex, Bokaro Chapter.

### **1.0.7 Re-Admission of Removed member to the Sahodaya School Complex, Bokaro Chapter:**

The Removed Member, if so desires to rejoin the Sahodaya School Complex, Bokaro Chapter may do so by Re - Applying as a Fresh Member by paying the Joining Fee and remitting all outstanding dues to the Sahodaya School Complex, Bokaro Chapter and only if approved by the President and Core Committee Members in consultation with all the members of the General Body Members with a majority vote of 2/3rd of the total strength through a Meeting of the Members.

### **1.0.8 The Executive Core Committee Members:**

**The Executive Core Committee Members shall consist of the following Office Bearers;**

1. President (1No.)
2. Vice President (2 Nos.)
3. General Secretary (1 No.)



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4. Joint Secretary (1 No.)
5. Treasurer(1 No.)
6. Executive Member (1 No.)

**1.0.9 The Activity Committee Shall consist of:**

1. Cultural Secretary
2. Sports Secretary
3. Joint Sports Secretary
4. Patron-Women Cell
5. Communication Incharge
6. Literary Secretary
7. Joint Cultural Secretary

The Elected Core Committee shall consist of **7 Members for a Tenure of 3 years tenure w.e.f. April 1<sup>st</sup> of the current year till March 31<sup>st</sup> of the 3<sup>rd</sup> year.**

**1.1.0 CBSE Cell of Sahodaya Schools Complex, Bokaro Chapter:**

**The CBSE Cell of the Sahodaya School Complex, Bokaro Chapter shall comprise of Principal Co-ordinators appointed by Central Board of Secondary Education, New Delhi and Patna Regional Office. The CBSE Cell shall comprise of:**

1. City - Co-ordinator (AISSE and AISSCE Examinations)
2. Deputy - City Co-ordinator (AISSE and AISSCE Examinations)
3. City-Co-ordinator (Special Examinations JEE/NEET/CTET etc.)
4. District Training Co-ordinator
5. Deputy District Training Co-ordinator

The CBSE Cell shall consist of **5 Members selected from Executive Committee or Sub Committee for a Tenure decided by the CBSE New Delhi or its Regional Office in Patna.**

**1.1.1 Powers of the Executive Committee:**

- (i.) The Executive Committee shall have the authority to admit new members, remove members for the reasons given in section 3.0.3 and Re - Admit the removed member as given in section 3.0.4 in consultation with the majority of 50% + 1 of the existing General Body Members.
- (ii.) To approve the expenditure for the Programmes and Events of the Sahodaya School Complex, Bokaro Chapter from time to time.
- (iii.) To appoint administrative personnel for the smooth functioning of the Sahodaya School Complex, Bokaro Chapter.
- (iv.) To amend/suggest and implement changes to the Bye–Laws on approval of 50%+1 majority from the Elected Core Committee of the Sahodaya School Complex, Bokaro Chapter.
- (v.) To Frame Rules and Regulations for Sahodaya School Complex, Bokaro Chapter if situation so warrant.
- (vi.) To raise funds for the expenses of the Sahodaya School Complex, Bokaro Chapter.
- (vii.) To invest funds, to make purchases for the Sahodaya School Complex, Bokaro Chapter.
- (viii.) To prepare agenda for the Meetings of the Sahodaya School Complex, Bokaro Chapter.



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- (ix.) To fix dates for General Body Meetings of the Sahodaya School Complex, Bokaro Chapter.
- (x.) To constitute sub committees for the Sahodaya School Complex, Bokaro Chapter.
- (xi.) To place reports in General Body Meetings of the Sahodaya School Complex, Bokaro Chapter.
- (xii.) To appoint auditors to conduct the Annual and required Audits for the Sahodaya School Complex, Bokaro Chapter.
- (xiii.) To determine allowances including travel expenses of the Office Bearers. To frame rules for elections of the Sahodaya School Complex, Bokaro Chapter.

### 1.1.2 Meetings of the Elected Core Committee Members:

- (i.) The Elected Core Committee Members shall meet at least bi-monthly. However, when the reisan exigency, emergency meeting shall be called by the President in consultation of the Core Committee Members.
- (ii.) The General Body Meeting shall be conducted once in every month on the 3<sup>rd</sup> Thursday of the month (in general). The General Body meeting shall be called by the Gl. Secretary, in consultation of the President.
- (iii.) The General Body Meeting shall be called on notice of at least 7 days by email/SMS/WhatsApp Text Message to the last known Email ID/Contact Number of the General Body Members by the Secretary, Communications in consultation with the President of the Sahodaya School Complex, Bokaro Chapter. However, when there is a need of exigency, emergency meetings shall be called on a short notice of 1 day by email / SMS/WhatsApp Text Message.
- (iv.) Quorum for the Elected Core Committee Meetings: 50% + 1 of the General Body Members shall constitute the quorum of the meeting. In absence of the requisite quorum in a meeting, the meeting shall be adjourned to some other date and no quorum shall be needed for such adjourned meeting.
- (v.) Quorum for the General Body Meetings: 50% + 1 of the General Body Members shall constitute the quorum of the meeting. In absence of the requisite quorum in a meeting, the major decisions will be deferred till the next meeting.

### 1.1.3 President

The President of the Sahodaya School Complex, Bokaro chapter should have completed the following criteria to be nominated/elected as President.

- Should be a Principal of a CBSE Affiliated Senior Secondary School and member of Sahodaya School Complex, Bokaro Chapter with a minimum of 7 years' experience as Principal of an Affiliated Senior Secondary CBSE School including 1 year in Bokaro District and should not be exceeding 60 years of age.
- The President shall be the Ex-officio Member, in all committees who shall when present, preside over the Meetings of the Sahodaya Schools Complex, Bokaro Chapter. In case the President is unavailable, the Vice President, shall preside over the meetings.
- The President, General Secretary and Treasurer of the Elected Core Committee shall be the Signing Authorities for the Cheques and Income- Expenses of the Dr. Radhakrishnan Sahodaya School Complex, Bokaro Chapter. Any two (President or General Secretary) can be the signing authority along with signature of Treasurer, which is a must.



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- The Tenure of the President shall be of 3 years starting from the 1st April of the year till 31<sup>st</sup> March of the third year.
- In case the President changes, retires or is impeached within the first 6 months of his/ her tenure, the Elected Core Committee shall be re- elected by a 50% + 1 majority of the existing General Body Members.
- In case the President changes, retires, or is impeached within the last 12 months of the tenure, then the Vice-President shall be In-Charge of the remaining tenure of the Elected Core Committee.
- The President shall be responsible to appoint an Office Clerk, Legal Advisor, or Auditor any Office Assistant required during his tenure. The Office Clerk, Legal Advisor or any Office Assistant shall be paid remuneration on a quarterly basis from the funds of the Sahodaya School Complex, Bokaro Chapter.

### **1.1.4 Vice President: (2 Nos.)**

**The Vice President of the Sahodaya School Complex, Bokaro Chapter should have completed the following criteria to be nominated/elected as Vice President of the Sahodaya School Complex, Bokaro Chapter.**

- Should be a member of Sahodaya School Complex, Bokaro Chapter with a 5 year experience as Principal of an Affiliated Sec. / Sr. Sec. CBSE School including 1 year in Bokaro District and should not be exceeding 60 years of age.
- The Vice President shall act as the lieutenant of the President, in all committees. In case the President is unavailable, the Vice President shall preside over the meetings.
- The Tenure of the Vice President shall be that of 3 years starting from the 1st April of the current year till 31st March of the third year.
- The Vice President shall be assisting the President in all matters and discharge the duties of the Sahodaya School Complex, Bokaro Chapter, in the absence of the President. The President will assign duties to the Vice President.
- In case the Vice President changes, retires or is impeached within the first 6 months of his/her tenure, the President of the Elected Core Committee shall re- elect a Vice President by a 50% + 1 majority of the existing Core Committee Members and General Body Members.
- In case the Vice President changes, retires, or is impeached within the last 12 months of the tenure, then the President shall be In - Charge of the remaining tenure of the Elected Core Committee

### **1.1.5 The General Secretary: (1 No.)**



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***The Secretary of the Sahodaya School Complex, Bokaro Chapter should have completed the following criteria to be nominated/elected as Secretary of the Sahodaya School Complex, Bokaro Chapter.***

- Should be a Principal of a CBSE affiliated Secondary/Senior Secondary School and member of Sahodaya School Complex, Bokaro Chapter with 5 years' experience as Principal of an Affiliated Sec./ Sr. Sec. CBSE School including 1 year in Bokaro District and should not be exceeding 60 years of age.
- Should have a minimum experience of 1 year or above in the Role of a Principal of a CBSE Affiliated Secondary/Senior Schools within the District.
- The Secretary shall act as a delegate of the Ex-officio. In case the President, Vice President is unavailable, the Secretary shall preside over the meetings. However, 75% of the members must be present for the meeting.
- The Tenure of the Secretary shall be that of 3 years starting from the 1st April of the current year till 31<sup>st</sup> March of the following 2 years.
- The Secretariat shall be assisting the President in all matters and discharge the duties assigned by the President.
- In case the Secretary or any of its member (s) changes, retires or is impeached within the first 6 months of his/her tenure, the President of the Elected Core Committee shall re- elect the Secretary by a 50% +1 majority of the existing Core Committee Members and General Body Members.
- In case the Secretary or any of its member (s) changes, retires/separates/quits/transfer/leaves the job within the last 12 months of the tenure, then the President or in his absence, the Vice President shall be In –Charge of the remaining tenure of the Elected Core Committee.

The number of Secretary Members shall be decided by the Elected Core Committee Members in consultation with the President and Vice President at any point in time of the tenure depending on the requirement through a meeting. General Secretary is the Custodian of all office files and data.

### **1.1.6 Joint Secretary (1 No.):**

***The Joint Secretary of the Sahodaya School Complex, Bokaro Chapter should have completed the following criteria to be nominated/elected as Secretaries of the Sahodaya School Complex, Bokaro Chapter.***

- Should be a Principal of a CBSE affiliated Secondary/Senior Secondary School and member of Sahodaya School Complex, Bokaro Chapter with 5 years' experience as Principal of an Affiliated Sec./ Sr. Sec. CBSE School including 1 year in Bokaro District and should not be exceeding 60 years of age.
- The Joint Secretary in all committees when present, preside over the Meetings of the Sahodaya School Complex, Bokaro Chapter. In case Secretary is unavailable, the Joint Secretary, in whose absence, the SSC members, (at least 50%+1 members of the SSC members should be present) shall preside over the meetings.
- The Tenure of the Joint Secretary shall be that of 3 years starting from the 1st April of the current year till 31<sup>st</sup> March of the following 2 years.
- In case the Joint Secretary or any of its member (s) changes, retires or is impeached within the first 6 months of his/her tenure, the President of the Elected Core Committee shall re- elect the Joint Secretary by a 50%+1 majority of the existing Core Committee Members and General Body Members.



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- In case the Joint Secretary or any of its member(s) changes or retires within the last 12 months of the tenure, then the President or in his absence, the Vice President shall be In –Charge of the remaining tenure of the Elected Core Committee.

The number of Joint Secretary Member shall be decided by the Elected Core Committee Members in consultation with the President and Vice President at any point in time of the tenure depending on the requirement through a meeting.

### 1.1.7 Treasurer: (1Nos.)

**The Treasurer (1) of the Sahodaya School Complex, Bokaro Chapter should have completed the following criteria to be nominated/elected as Treasurer of the Sahodaya School Complex, Bokaro Chapter.**

- Should be a member of Sahodaya School Complex, Bokaro Chapter for a Total of **5 years experience as Principal of an Affiliated Sec./Sr. Sec. CBSE School including of 1 year in Bokaro District and should not be exceeding 60 years of age.**
- Should have an experience of 1 year or above in the Role of a Principal of a CBSE Affiliated Secondary/Senior Secondary School within the District.
- The Treasurer shall be elected for a tenure of 3 years starting from the 1st April of the current year till 31<sup>st</sup> March of the following 2 years. **He/She shall be the Compulsory Signing authority with the President or on all Cheques related to Accounts, Expense - Income of Sahodaya Schools Complex, Bokaro Chapter account(s) operated from a Nationalised or Government Approved Private Bank.**
- The Treasurer shall be the custodian of the cash of the Sahodaya School Complex, Bokaro Chapter and shall deal with all cash transactions sanctioned in writing by the President and Vice President.
- The Treasurer should collect all dues, if any from all members including the Elected Core Committee Members. The Cash transactions for the Sahodaya School Complex, Bokaro Chapter should only be done through Online Cash Transactions through NEFT or Electronic Fund Transfers to the specified Bank Account of the Sahodaya School Complex, Bokaro Chapter.
- The Treasurer shall through the President and Secretary send a reminder to the Defaulter Members for the submission of Joining/ Annual/ Incidental Subscriptions including Elected Core Committee Members if any.
- The Treasurer shall intimate the President and Secretary about the defaulter member for his/ her termination of membership from the Sahodaya School Complex, Bokaro Chapter due to non – payment of required subscription for a period of 2 years after 2 reminders.
- The Treasurer shall maintain all records, books and present receipts and payments account, Income



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and Expenditure Account and the Audit Report to the Elected Core Committee Meetings and General Body Meetings and submit a copy to the President.

- In case the Treasurer changes, retires or is impeached within the first six months of his/her tenure, the President of the Elected Core Committee shall re- elect the Treasurer by a 2/3rd majority of the existing Core Committee Members and General Body Members or assign the duties of the Treasurer to the Vice President.
- In case the Treasurer changes, retires, or is impeached within the last 12 months of the tenure, then the President shall assign the duties of the Treasurer to the Secretary and He/ She shall be In – Charge of the remaining tenure of the Elected Core Committee.

### **1.1.8 Election Process of the Sahodaya Schools Complex, Bokaro Chapter:**

The Election of the Elected Office Bearers will be held by the third Saturday of March before the end of tenure of the current Elected Office Bearers (President, Vice President, Treasurer and Secretary before the end of 3 Years tenure).

- The Elected President along with the Core Committee cannot hold office for more than 2 terms in continuation.
- Election shall be conducted in the presence of **All General Body Members along with the Elected Core Committee Members through Online Vote or Secret Ballot. Or any other way as decided by Core Committee Members.**
- Each member shall be allowed only 1 Vote each for the election of the President, Vice - President, Secretary and Treasurer; in all a total of 7 Votes per member is allowed including the existing Core Committee Members.

The Nominations should be filed for the post of the President by the interested General Body Members under the fulfillment of the following criteria;

- a. The Member should have a minimum of 1 year of Membership in Sahodaya School Complex, Bokaro Chapter.
- b. The Membership Fee and all dues of the Candidate should be up - to - date to file in nomination for the Post of President.
- c. **The Member should have served as a Principal for a minimum period of 1year in the District and in total 7 years in CBSE Affiliated Senior Secondary School within the District and should not be exceeding the age of 60 years if selected as the President.**
- d. *President along with the Vice President/ Secretary of the existing Core Committee shall nominate*



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from the existing Member Principals in the age group of 58 to 60 years applicable for the date of election and for the forth coming tenure of the newly elected core committee.

- e. *Process of Election (Election Nominations, Withdrawal, Nomination filing and election) shall be held in the month of March of the concerned year.*
- f. *Handing over and transfer of charges to the newly formed committee members and meeting of the first Core Committee shall be held between 20<sup>th</sup> to 30<sup>th</sup> March of the election year.*
- g. *For any Portfolio, members contesting for Elections should not exceed the age of 60 years.*
- h. *Members exceeding 60 years of age who are Principals of Affiliated CBSE Sec/Sr.Sec Schools of the District of Bokaro are ONLY Eligible to exercise their Voting rights and shall NOT be permitted to Contest for Elections.*

### **1.1.9 Finance and Accounts:**

#### **1.2.0 Financial Year:**

The Financial Year of the Sahodaya School Complex, Bokaro Chapter in each year shall be of 12 months from 1<sup>st</sup> April of the current year till 31<sup>st</sup> March of the following year.

#### **1.2.1 Petty Cash:**

The Treasurer can keep a petty cash of Rs.10,000/- (Rupees Ten Thousand Only) in hand for emergency and any amount higher than that shall be deposited in the Bank Account of the Sahodaya School Complex, Bokaro Chapter.

#### **1.2.2 Bank Account:**

- A Current Account will be jointly opened and operated by the President, Gl. Secretary and Treasurer in a Scheduled Commercial Bank (Nationalized/Government Recognised Private Reputed Bank)
- The Account should be operated by a minimum of 2 Core Committee Members. The signature of the President/General Secretary along with the Treasurer shall be mandatory.
- The President or Vice President and Treasurer should ensure that the authorized signatories are updated in the Bank before the end of their Tenure in the bank account of Sahodaya School Complex, Bokaro Chapter for the smooth functioning of the Account of the Sahodaya School Complex, Bokaro Chapter.

#### **1.2.3 Fund Raising:**

The Sahodaya School Complex, Bokaro Chapter may raise funds for development, to meet educational goals of Sahodaya and its objectives with due sanction after a special meeting called for the purpose.

#### **1.2.4 Utilisation of Funds:**



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The Elected Core Committee Members will frame the Modalities of Utilisation of Funds through a General Body Meeting called for the purpose and has to be passed by 50% + 1 of the total strength of the members present.

### 1.2.5 **Remuneration:**

- Unless authorised at any meeting or after a notice for same has been given, No Office Bearer or Member of the General Body of the Sahodaya School Complex, Bokaro Chapter shall receive any Remuneration for His/Her Services to the Sahodaya School Complex, Bokaro Chapter.
- The President shall be appointed with the 2/3rd majority of the Elected Core Committee Members and General Body Members any of the following as and when the need be;
  - i. An Office Clerk
  - ii. A Legal Advisor
  - iii. Chartered Accountant/ Consultant/Professional (Specific to any particular issue)
- The Remuneration for only the above 3 person (s) shall be approved by the 50%+1 Majority of the Elected Core Committee Members and General Body Members.

The Remuneration may be paid on a quarterly basis to the above three mentioned or can be paid as a Fee to the Professional/ Consultant/ Chartered Accountant or Legal Advisor for rendering their services for the Sahodaya School Complex, Bokaro Chapter.

### 1.2.6 **Audit:**

*The funds of the Sahodaya Schools Complex, Bokaro shall be audited by a qualified Chartered Accountant and report shall be placed in the General Body Meeting by 31<sup>st</sup> August of every year.*

### **Access Of Books and Records to Members :**

- The Books and Records of the Sahodaya School Complex, Bokaro Chapter may be inspected by ANY member of the General Body at any time upon giving reasonable notice and arranging a time satisfactory to the President, Secretary and Treasurer who are In-Charge of the books and records.
- 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 School Complex, Bokaro Chapter and especially before the Election Term for a New Elected Core Committee and to maintain transparency.
- The Accounts of the Sahodaya School Complex, Bokaro Chapter shall be audited by a Registered Chartered Accountant appointed by the Elected Core Committee with 50%+1 Majority from the General Body Members.



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- The audited accounts shall be presented at the meeting of the Financial Year in general, on 31<sup>st</sup> August for the approval of the Members of the Elected Core Committee and General Body Members.

### 1.2.7 **Amendment/Repeal of the Bye- Laws:**

- The above Bye - Laws may be amended or revised or repealed with the consent of 50%+1 of the Members of Sahodaya School Complex, Bokaro Chapter (Elected Core Committee and General Body Members inclusive)
- Any change/ revision/ repeal of the Bye - Laws shall be proposed by the President to the Sahodaya School Complex, Bokaro Chapter through a General Body Meeting.
- A 50%+1 majority shall at all times be required to change/revise/ repeal any Bye-Laws of the Sahodaya School Complex, Bokaro Chapter through a 'Special Resolution'

### 1.2.8 **Dissolution:**

- ONLY** if 2/3<sup>rd</sup> of the members of the General Body Members demand the dissolution of the Sahodaya Schools Complex, Bokaro Chapter, the Sahodaya School Complex, Bokaro Chapter shall be dissolved.
- The un - utilised funds in the account of the Sahodaya School Complex, Bokaro Chapter shall be disclosed to all Existing Qualified Members by the Elected Core Committee President and with the authorized signatories be returned in exact ratio of contribution made by the members towards the Account of the Sahodaya School Complex, Bokaro Chapter as on the date of dissolution.

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