



Sahodaya Ahmedabad Schools Complex (SASC)

CONSTITUTION

1.00	NAME	
1.01	The name of the <u>Association</u> shall be: <i>Sahodaya Ahmedabad Schools Complex (SASC) Ahmedabad.</i>	
1.02	<u>INTERPRETATION</u>	
	Sahodaya Ahmedabad Schools Complex, (SASC)	The SASC shall mean Group of Schools affiliated to CBSE of Ahmedabad, Gandhinagar & surrounding represented by the Principal of School
	Executive committee (EC)	Executive committee shall mean, Executive committee of the SASC valid for period of 2/3 year starting from January 27, 2021 to 31 st March 2023/2024.
	General Body	General Body shall mean, all Members of the SASC.
2.00	REGISTERED OFFICE:	
2.01	The Registered Office of the Association shall be situated at: <i>Secretary, SASC, Vishvaniketan Shanti Asiatic School, Near Swaminaryan Museum, Pujya Dharmsinhji Margh, Naranpura, Ahmedabad or at such other places as may be decided at a special meeting called for the purpose.</i>	
3.00	AREA OF OPERATION & JURISDICTION	
3.01	The area of operation of the SASC shall be Ahmedabad, Gandhinagar and surrounding (Gujarat). However, may be extended to other schools out of it.	
3.02	In the event of any dispute the EC is authorized to sue and be sued on behalf of SASC.	

4.00	OBJECTIVES:	
	4.01	Sahodaya Ahmedabad Schools Complex is established as an Association of CBSE schools situated in Ahmedabad, Gandhinagar and Surrounding (Gujarat). represented by the Principal of School and who believes in imparting quality education to the students of our country.
	4.02	Without prejudice to the generality of para 4.01, in furtherance of the above object, the Association may carry out any or all of the following objects:
	4.02	a) To acquaint and suggest all the member schools about the policies prescribed by CBSE.
		b) To raise the issues of member schools pertaining to policy matters on appropriate platforms.
		c) To enables sharing peer experience and facilities.
		d) To promote inter school's collaboration.
		d) To publish books, magazines, periodicals or other literature;
		e) To organize and provide facilities for educational conferences, seminars, lectures, teachers training, and the like;
		f) To organize various educational and social activities for the development of member schools and community at large.
		g) To promote academic collaboration through teacher and student exchange, common science fair, joint seminar of teaching aids, preparing question banks and conduct of common examination among member schools.
5	ORGANISATION	
	5.01	The SASC shall be <i>non-political, non-religious, non-commercial body</i> meant totally for "Educational Advancement" of its member. It shall aim at academic and professional growth of the members and their constituent staff. The SASC shall function in an advisory capacity and shall not be involved directly or indirectly in the academic and administrative functioning of the member institutions.
	5.02	The SASC is not established for purposes of profit. No part of the income or corpus of the SASC shall be applied directly or indirectly for the benefit of members of the SASC or their relatives or other persons specified in section <u>14,15,16,17</u> of the Income Tax Act or any statutory modification thereof from time to time.
6	MEMBERSHIP OF THE ASOCIATION SHALL CONSIST OF:	
	(A)	Ordinary Members

7	PROCEDURE FOR MEMBERSHIP:	
	7.01	Procedure
		<p>a) Any CBSE affiliated school located in Ahmedabad and Gandhinagar and surrounding desiring to be enrolled as the Ordinary Members shall apply to the EC in the prescribed application form along with the affiliation letter and letter from school management confirming the representative to be the Principal of the school for the purpose and shall be enrolled.</p> <p>b) On receiving the application, the secretary shall process the request.</p> <p>c) The list of new members would be placed for information at the next meeting of Executive committee.</p>
	7.02	Membership Fees
		<p>a) A School shall on admission to the Sahodaya Ahmedabad Schools Complex (SASC) pay an enrolment fee Rs 1000/- (One-time Payment) as approved by the Executive Committee from time to time. The member school also shall pay an annual fee of Rs 2000 per year as approved by the executive committee from time to time,</p> <p>b) The SASC however may ask for special contribution for the conduct of National Level Programs such as Annual Sahodaya Meet, Regional Sahodaya Meet, National / Regional Sports Meet etc.</p> <p>c) The period of annual subscription shall be the financial year, from 1st April to 31st March.</p> <p>d) The member shall not be eligible to participate in any of the programs arranged conducted by SASC if they have any dues to SASC for more than 6 months.</p> <p>e) Notwithstanding anything contained in the constitution, no member with any arrears of kind of payment shall be nominated /eligible for election to any post of the Sahodaya Ahmedabad Schools Complex.</p>
8	GENERAL ELIGIBILITY FOR MEMBERSHIP OF THE SASC: -	
		<p>For the membership of SASC, the following clause is necessary: - To be eligible for Membership of SASC, Member:</p> <p>a) School needs to be affiliated to Central Board of Secondary Education Delhi.</p> <p>b) School should be situated in the operational territory of SASC.</p>

9	TERMINATION OF MEMBERSHIP:	
		The membership of the SASC in case of Ordinary Members shall stand terminated under the following circumstances:
		<ul style="list-style-type: none"> a) On de-affiliation / closure of school. b) On failure to pay the prescribed annual subscription within the prescribed time. c) On committing breach of rules and regulations of the Association subject to opportunity of hearing and decision of the Executive committee for the alleged conduct. d) The membership can be terminated if the school does not appoint a regular principal for a period of more than 3months. e) If the representative of the member (Principal of school) does not attend minimum 50% of the number of meetings or as decided by the members of SASC in the AGM.
10	RECORD OF MEMBERS: -	
		<ul style="list-style-type: none"> a) Details of every members having name, age, address, occupation etc. b) Date of issue of membership. c) The date of termination of the membership
11	EXECUTIVE COMMITTEE (EC): -	
	11.01	The EC shall comprise both elected and nominated members from amongst the member schools.
		The EC can co-opt as many members as it deems fit for its meeting and these co-opted members shall have no voting rights.
	11.02	The members of the Executive committee shall be:
		a) One President;
		b) One Vice President;
		c) One Secretary:
		d) One Joint Secretary
		e) One Treasurer.

12	TERM	
		The Terms of Executive Committee (EC) shall be 2/3 years. The new executive committee will be formed as below:
		<p>a) In case of election of EC members, the chains of schools can have only one member in the executive committee.</p> <p>b) No member for the Executive Committee shall hold office (be eligible for election/nomination) for more than two consecutive terms.</p>
13	ELECTION	
	13.01	The Secretary shall be the Retuning Officer and shall notify the date of election & Vacancies. All nominations must be proposed by a member and also seconded by a member. The elections would ordinarily be held during the Annual general Meeting
	13.02	Mid Term Vacancy - In the event of a mid-term vacancy the Executive Committee may nominate a person from amongst the executive Committee and / or members for the remaining term.
14	POWER OF MEMEBERS OF EXECUTIVE COMMITTEE:	
	14.1	<u>PRESIDENT:</u>
		a) The President of the Executive Committees hall be nominated or elected by the Members among themselves for the period for which the President will hold the office.
		b) The President shall also be ex-officio President of all Committees, sub committees, councils, bodies etc. to be appointed.
		c) The President shall exercise the powers of general supervision, of guidance and control over all the activities of the Association. He shall also call or direct to be called the meeting of the EC and committees, sub committees, councils, bodies etc.
		d) The President shall preside over all the meetings of the Association.
	14.2	<u>VICE-PRESIDENT:</u>
		a) The Vice-president of the Executive Committee shall be nominated or elected by the Members among themselves for prescribe period of term.
		b) In absence of President the Vice President shall discharge the duties of the President.

14.3	<u>SECRETARY:</u>
	a) The Secretary of the EC shall be nominated by the Members among themselves for the period for which the President will hold the office.
	b) Subject to the general control of the Secretary shall be the Executive Officer of the Association and shall be in charge of the office and work of the SASC;
	c) He/She shall be responsible for the maintenance of property, registers, preparation and circulation of minutes, maintaining and auditing of accounts, preparing draft of annual reports and submission of the same to the EC. He/She shall also have all the power as may be specifically conferred on him/her from time to time by the President;
	d) He/She shall act as Secretary ex-officio to any committee, sub-committee, councils and bodies etc. appointed by the EC;
	e) The Secretary shall be the Chief Executive Officer in charge of the SASC and shall work under the directions of the Executive Committee. He/she shall keep a record of all proceedings; carry out correspondence in conformity with the resolutions passed. He/she shall be the sanctioning authority for all payments approved by the Executive Committee. He/she shall also be empowered to sanction a one-time expenditure of Rs.5000 (Rupees five thousand only) in case of exigencies. These sanctions would require a post facto approval at the next meeting of the Executive Committee.
	f) He/She shall call and arrange for all the meetings of the SASC.
	g) To maintain the record of all latest circular issued by the CBSE
	h) To maintain the website and members data offline and online.
14.4	<u>JOINT SECRETARY</u>
	a) The Joint Secretary of the EC shall be nominated by the Members among themselves for the period for which the Jt. Secretary will hold the office.
	b) To jointly work with the secretary and preside the meeting of the Association in absence of the Secretary.
14.5	<u>TREASURER:</u>
	a) The Treasurer of the EC shall be nominated by the Members among themselves for the period for which the Treasurer will hold the office.
	b) The Treasurer shall be in-charge of the cash and money of the Association and shall release the same to the Secretary on a requisition jointly signed by him and the President /Secretary in terms of the sanctioned budget approved by the EC.

		c) He/She shall maintain the accounts of investments and operations concerning the same;
		d) The Treasurer shall be in-charge of all matters relating to finance and shall maintain accounts, make payments based on sanctions by the competent authority. He/she shall submit accounts to the Executive Committee on a regular basis, and also on demand. The treasurer will maintain impressed cash of Rs.2,000 to meet the routine expenses.
15	MEETINGS:	
	15.01	<i>The Executive Committee</i>
		a) The Executive Committee shall meet at least 3 times a year.
		b) Any member of the Executive Committee who is absent for two consecutive meetings without notifying in advance and obtaining a leave of absence shall cease to be a member of the Executive Committee
		c) Seven days' notice shall be given for convening a meeting of the EC. EC is empowered to waive the period of notice of seven days, if the circumstances so demand.
	15.02	<i>The Annual General meeting</i>
		a) The Annual General meeting of the ASSC shall be held once a year (before September 30th). The meeting would be held after the Executive Committee has finalized its report for the year and the accounts have been audited and approved by them.
		b) Twenty-one days' notice shall be given for the Annual General Meeting
		c) Annual General Meeting of General Body shall be convened for the following purposes: <ul style="list-style-type: none"> i. To conduct elections / nomination for the office bearers. ii. Appointment of auditors for ensuing year iii. Presentation of Annual Report and audited accounts iv. To enact, adopt, amend bye-laws provided. Such bye laws are in keeping with the aims and objectives of the Complex. v. The General body may deprive all the benefits of the complex to a member school if it is found that the member school is working against the interest of the Complex.

15.03	<i>Extra ordinary General Body Meeting:</i>
	Extra ordinary General Meeting can be convened by the Secretary as authorized by the Executive Committee. Extra ordinary meeting may be called for by the Secretary on request by the majority of the EC.
16	QUORUM:
	a) Two third of the Members of the EC shall form a quorum for a meeting of the EC, whether ordinary or annual. The Quorum shall be considered complete for all the meetings held by the Association, only in the presence of President and Secretary for this purpose
	b) A meeting of EC shall stand terminated for want of quorum.
	c) If there is no quorum the scheduled meeting shall be postponed by a week and in the event of no quorum in the second meeting also, the resolutions made in the second meeting to be circulated amongst the members for their approval by giving 7 days' time for their response. In case no response is received during the stipulated time it shall be presumed that the resolution meets their approval and is deemed passed.
	d) A meeting of General Body shall be adjourned for half an hour for lack of quorum. It shall not be necessary to give notice to all members who are absent, or any such adjournment, nor will a quorum be needed for such adjourned meeting of General Body held after half-an-hour of the appointed time. Business conducted at such a meeting of General Body shall be valid
17	CONSENT BY CIRCULAR:
	<p>a) In Case of emergency, the President can direct Vice president or the Secretary to circulate any proposal for the opinion of the members giving a week's time for the receipt of the opinion from the date of dispatch of the proposal.</p> <p>b) If no dissent to the proposal contained in such circular is received within the stipulated period, the proposals shall be deemed to have been passed provided at least Two third members of the EC, have voted in writing for the proposal.</p> <p>c) All decisions taken by circular should be forthwith reported in writing to all members of the EC and shall be placed before the following meeting of the EC.</p> <p>d) All question put to vote at a meeting shall be always decided by two third majority of the strength of the EC.</p>

18.	POWERS AND FUNCTIONS OF EXECUTIVE COMMITTEE:	
		a) The EC shall be the highest authority of the SASC and have the power including the power to establish clusters, change the Headquarters, to carry into effect the policy and program of the Association from time to time. It shall be the final authority in all matters regarding interpretations and application of the provisions of the Memorandum of Association.
		b) The EC shall have power to appoint separate committees or Sub committees, councils, bodies etc. for specific purpose and objectives.
		c) The EC shall have the power to frame rules for the proper working of the Association; to issue instructions to superintend, direct and control all the bodies, committees and sub-committees and councils etc., and individuals working under it; to take all disciplinary actions as it may deem fit against them and in special cases to relax application of the rules and regulations made hereunder.
		d) To meet any special situation the EC shall have the power to take such action in the interest of the Association as it may deem fit.
		e) By a two-third majority of EC members in presence of president and secretary in a meeting specially called for the purpose, the EC shall have the right to make such change or addition in the Rules and Regulations of the Association which are not inconsistent with its objectives and functions.
		f) The EC shall have right to make any change in the rules for the enrolment of the Ordinary Members and shall have power to lay down terms and conditions, duties and qualifications for their enrolment
		g) All assets of the Association, movable or immovable or any other kind shall vest in the EC.
		h) All money forming part of the Association property and requiring investment shall be invested in the name of Association and shall be operated upon jointly by the Treasurer with either President or Vice President of the EC or as may be decided from time to time by the EC;
		i) The Executive Committee shall approve an annual budget, and in case of exigencies, the President is authorized to approve the expenditure, which is to be ratified at the next meeting of the Executive Committee.
		j) The Executive Committee may authorize the Secretary or any other member to sign and execute all instruments on behalf of the Complex or to which the Complex may be a party.
		k) The Executive Committee will execute the decisions taken in the AGM.

		l) To accept contribution in money or kind which shall be dealt with according to directions of donors if it is beneficial to and in tune with purpose of Complex.
		m) The EC may nominate the Secretary or any other member of the Complex as the spokesperson on behalf of the Complex to give policy statements and press releases on behalf of the Complex.
		n) To appoint an Auditor
18.01		<i>For the effective carrying out of the above objectives on behalf of and for the Association, the Executive committee may:</i>
		a) Acquire, receive, and hold asset of any kind;
		b) Manage, sell, transfer or otherwise dispose of deal with asset of any kind belonging to the Association with the due consent of majority of the ordinary members present in the meeting called for the purpose.
		c) Purchase or hire or take on lease a property or properties;
		d) Enter into agreements for and in connection with any of the purposes of the Association.
		e) Raise funds and receive donations, receive grants or contribution conditional or otherwise.
		f) Settle compromise or compound all suits, actions and other proceedings out of Court and settle all differences and demands and to refer any or all suits, actions or other proceedings, differences or demands to arbitration;
		g) Adjust and settle all accounts relating to the funds of the Association;
		h) Execute leases and to do all things relating thereof as fully as if they were absolutely entitled to the fund and without being answerable for the loss occasioned thereby;
18.02		a) The EC may sell or assign any movable or immovable asset or assets for the time being forming part of the asset of the Association either together or in parcels and either by public auction or private contract and either with or without any special or other stipulations as to title, evidence or commencement of title or otherwise and to buy in and rescind or vary any contract for sale and to re-sell without being made answerable for the loss occasioned thereby; and for the purposes aforesaid or any of them, to execute and do all such assurances, acts, deeds and things as they shall arise from any such sale as aforesaid pay the expenses incurred in or about the sale or otherwise in or above the execution of any of the objectives of the Association and shall stand possessed of the residue of the said moneys and also of the rents and profits of the said premises or of the

		<p>unsold part thereof for the time being upon such trusts and subject to such powers, provisions, agreements, and declarations as are herein declared.</p> <p>b) Provided always that the EC shall manage any immovable asset or assets for the time being forming part of the property of the Association in such manner as they shall think fit with full powers to make improvements, repairs or alterations of any description and to make or incur any outlay for any such purpose or for the insurance or otherwise for the protection or benefit of the said premises and to grant or renew leases of any of them or any parts thereof and to enter into any arrangements or the said agreements of any description for or in relation to the tenancy or occupation of premises or any of them or any part or parts thereof, and to accept surrender of leases and agreements (either in contemplation of a renewed lease or tenancy or otherwise) or to alter the terms of tenancy or occupation under the same respectively and to make any allowances to or agreements with tenants or occupiers or intending tenants or occupiers of the said premises, and it shall be in the discretion of the EC either to prosecute or forbear or to compound or submit to arbitration or settle in any other manner and, if thought fit, altogether to give up and release any remedies or demands against tenants or occupiers.</p> <p>c) However, all such decisions will be taken only after the approval of the 2/3 members through ordinary or extra ordinary meeting called for the purpose.</p> <p>d) The members of the EC for the time being shall be chargeable only for such money, stocks, funds, deposits and securities as they shall actually receive and shall be answerable or accountable only for their own acts, or receipts, neglects, defaults and not for those of each other or any other person with whom or into whose hands any money, securities of the Association may be deposited or come in accordance with rules nor for the deterioration of any stocks, fund deposits or securities nor for any defect or insufficiency of title nor any other losses unless the same shall happen through their own willful default.</p>
	18.03	<u>NOMINATION PROCESS:</u>
		<p>The persons to be nominated to fill the vacancy caused by Retirement or otherwise in the office of President, Vice President, Secretary, Joint Secretary and Treasurer, shall be chosen by members among themselves who is selected by majority of the members present in the meeting.</p>

19.0	BANK ACCOUNTS:	
		a) The banking account(s) of the SASC shall be opened with any scheduled Bank/s as decided by the EC and shall be operated upon jointly by the Treasurer with either President or Vice President or Secretary or joint Secretary as may be authorized by the EC for the purpose.
		b) The treasurer may draw amount up to Rs.10,000 for day today routine expenses and events to be conducted.
		c) The Executive Committee shall approve the audited statement before placing in the Annual General Meeting
20.	VACANCIES OF MEMBERS:	
		All vacancies unless otherwise provided for be filled in the same manner in which the member was first chosen, and the members so chosen to fill the vacancy shall hold office for the unexpired term of the seat vacated. In the absence of any provision to the contrary, a body or committee once it is properly constituted shall not become invalid by reason of any vacancy or vacancies on it.
21.	TRAVELLING EXPENSES:	
		a) Members of the EC, traveling in connections with meetings or other work required of them in connections with the Association shall be entitled, subject to the regulations made in this regard, to receive traveling, conveyance, transport, boarding and lodging. The travelling expense should not exceed to the amount equivalent to 2 nd AC fare. The DA will be Rs_350- per day.
		b) The traveling and DA expensed so payable shall be sanctioned by the Secretary and President jointly on presentation of a bill therefore duly signed and verified by the person claiming the same.
22.	ACCOUNT AND AUDIT:	
		The accounts of the Association shall be made for the year ending on 31 st March every year and same shall be audited by a chartered accountant appointed for the purpose.
23.	DISSOLUTION OF THE ASSOCIATION AND ADJUSTMENT OF ITS AFFAIRS:	
		a) Any number not less than Two-Third of the members of the Association may determine that it shall be dissolved and thereupon it shall be dissolved forthwith, or at any time then agreed upon, and all necessary steps shall be taken for the disposal and settlement of the property of the Association, its claims and liabilities, according as the EC shall find expedient, provided that, in the event of any dispute arising among members, the adjustment of its affairs shall be

		referred to the principal Court of original civil jurisdiction of the district in which the Headquarters of the Association is situated and the court shall make such order in the matter as it shall deem requisite.
		<p>b) If upon the dissolution of the Association there shall remain after the satisfaction of all its debts and liabilities any property, whatsoever the same shall not be paid to or distributed among the members of the Association or any of them but shall be transferred to a body or institution having similar objects as may be decided at the time of dissolution by resolution specifically passed for the purpose. Settlement of all the debts will be the responsibility of all the members of Association.</p>
24.	SUITS BY AND AGAINST THE ASSOCIATION:	
		<p>a) The Association may sue or be sued in the name of the President or Secretary or members of the EC, as shall be determined by the Council of Management of the Association and in default of such determinations, in the name of such person as shall be appointed by the EC for the occasion.</p>
		<p>b) Provided that it shall be competent for any person having a claim or demand against the Association to sue the President or Secretary or a member of the EC thereof if on application to the EC some other officer or person be not nominated to be defendant.</p>
		<p>c) All the provision of SASC will apply to the Association.</p>
25.	AMENDMENTS	
		<p>a) Amendments or alternations if any, to the Bye laws of the SASC, in any form shall be made at the Annual General meeting. Such amendments or alterations to any of the existing provisions would be carried out only if it has the approval of a simple majority of the members present at AGM</p>
		<p>b) Registrar office along with all the details of AGM and should be approved by the office of registrar. Till then amendments will not be effective</p>
		<p>c) Any request for alteration of any clause of the Bye-laws shall be admitted only if the request is from at least two-third of the members registered / listed.</p>
26.	RESIDUARY POWER	
		In the event of any doubt arising till the interpretation of the above laws, the matter shall be referred to the Executive Committee whose decision shall be final and binding.

27.	BYE LAWS	
		Sahodaya Ahmedabad Schools Complexes are voluntary associations of schools within an area which have agreed to come together for a systematic and system-wide renewal of the total educational process.
	27.01	<p><i>The major areas to begin with for collaboration among schools of the complex are:</i></p> <ul style="list-style-type: none"> a) Human Resource Mobilization. b) Professional growth of teachers. c) Value oriented school climate evaluation. d) Evaluation. e) Effective education management. f) Promoting Vocational Education
28.	ACTIVITIES OF SASC WILL BE:	
		<ul style="list-style-type: none"> a) Conducting orientation programs for the Heads and teaching fraternity through the agencies empaneled by the board. b) Keeping all the schools informed about the circulars and other information given by the board. c) Providing information regarding the procedure for getting affiliation from the board. d) Organizing programs or competitions in Scholastic and Co- Scholastic areas to nurture the latent potential of students. e) Conducting assessments with common question papers for the interested schools, especially for classes IX, X, XI and XII. f) Providing details about the mentors as well as resource persons recognized by the board. g) Voicing out the problems of the schools to the board. h) Providing a platform to share the best practices of every school.

President (SASC)

Secretary(SASC)