

SANKALP SAHODAYA

BYE – LAWS

HISTORICAL BACKGROUND OF SAHODAYA MOVEMENT

Though the idea of Sankalp Sahodaya Complexes was first mooted by the Education Commission, 1966, it was the National Policy on Education, 1986 which reiterated in strong words the need for promoting school sahodayas for meeting the quality of education.

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 issued a booklet titled “Implementation of National Policy on Education in CBSE Affiliated schools Programme of action for three years” which reiterated its resolve to encourage the process of setting of Sahodaya School Complexes.

CONSTITUTION OF SANKALP SAHODAYA

- The name of the Sahodaya Complex shall be “SANKALP SAHODAYA” also referred as **SS South West Delhi**.
- 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 Sankalp Sahodaya shall be confined to its geographical area of the member schools in South West Delhi. Hence the Jurisdiction of a Sankalp Sahodaya shall be confined to South West Delhi, however this can be extended to other schools out of this region, if no other Sahodaya is available in their area whose membership they can join.

OBJECTIVES OF SANKALP SAHODAYA AS ENVISAGED BY C.B.S.E

1. To encourage professionalism among teachers and educational innovativeness among institutions.
2. To encourage sharing of experiences and best educational practices.
3. To promote inter-school collaboration and initiate inter-school competition and activities.
4. 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.
5. To provide a forum for active youth participation among the member schools in developmental activities.
6. To invite experts in the field of education for discussions and conferences.
7. To bring all committed educators on a common platform with the dual purpose of facilitating peer interaction as well as serving as an effective channel of communication between the schools & CBSE.
8. To internationally work to strengthen the hands and of those engaged in the field of education.

TYPE OF ACTIVITIES

Sankalp Sahodaya 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 such as population education, road safety, consumer awareness etc.
- 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 – Enrolment

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 Sankalp Sahodaya.
4. The General Body Meetings will be held on the fourth Friday of the first month of every quarter unless notified otherwise.
5. The working Principal/HOS to attend the meeting, since it is a Principals Forum, only Principals/HOS should attend the meetings.
6. The venue of GBM 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.** Principal / Officiating Principal cannot be replaced by any other official of the school.

Bye-law 3 – Membership Fee / Annual Fee / Special Contribution

The Sankalp Sahodaya must have regular source of funds which may be raised in the form of Membership Fee, Annual Fee and other sources as no financial assistance is available from C.B.S.E.

- i. A school on admission to Sankalp Sahodaya is required to pay 'one time' membership / enrolment fee as fixed by the Executive Committee (EC).
- ii. The member school also shall pay an 'Annual Fee' as fixed by the E.C.
- iii. 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.
- iv. The period of Annual subscription shall be the financial year.
- v. The membership stands cancelled automatically if the 'Annual Fee' is not paid till 31st July of the current year.

Bye-law 4 – Sankalp Sahodaya Year

The Sahodaya year shall commence from 1st April and close by 31st March of the following year. The Annual Fee should be paid by the member schools latest by 31st July of the New Year.

Bye-law 5 – Office bearers and their elections:

- i. There shall be a President, Vice President, Secretary, Joint Secretary, Treasurer and Joint Treasurer for the day to day management of the Sahodaya.
- ii. Other than the above core committee there will be three executive members.
- iii. The term of the office bearers will be **THREE YEARS**.
- iv. The elections of the office bearers should be held in the Annual General Body meeting.
- v. 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. Also she / he should have minimum three years service left before retirement.
- vi. The nomination for the post of an Office bearer has to be sent on a 'Prescribed Nomination Form'.
- vii. **The next election should be notified by the ongoing Executive Body at the time of completion of the term in the GBM.**
- viii. The person who is nominated should be a member of Sankalp Sahodaya.
- ix. The person who proposes and seconds the nomination should also be a member of Sankalp Sahodaya.
- x. Nomination forms will be sent to member schools 21 days in advance of GBM.
- xi. Nomination forms should be submitted ten days in advance of GBM and the same should reach the person on the date and time as intimated.
- xii. The nomination envelopes will be opened in an Executive Committee meeting held before the GBM.
- xiii. The Executive Committee will decide about an impartial electoral office (EO) to oversee all aspects of elections at the GBM.

- xiv. The EO shall be a person who is not nominated for post of an office bearer.
- xv. Only members of Sankalp Sahodaya are entitled to vote at the GBM. Proxy votes will not be entertained.

Bye-law 6 – Duties of Office bearers

- i. **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 Sankalp Sahodaya at formal occasions. He / She shall act as a main liaison between Sankalp Sahodaya, CBSE and member schools with CC to Core Group Members. The President will be responsible for the generation and operation of bank account of Sankalp Sahodaya along with Treasurer and Secretary.
- ii. **The Vice-President will work with the President and during his / her absence, the Vice President shall discharge the duties of the President.**
- iii. **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. He / She will propose the agenda for the meeting.
- iv. **The Joint Secretary will work with the Secretary and during his / her absence, the Joint Secretary shall discharge the duties of the Secretary.**
- v. **The Treasurer** will maintain all Sankalp Sahodaya financial records. It is the duty of the Treasurer to maintain Sankalp 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 Sankalp 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 Executive 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.
- vi. **The Joint Treasurer will work with the Treasurer and during his / her absence, the Joint Treasurer shall discharge the duties of the Treasurer.**

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, Vice President, Secretary, Joint Secretary, Treasurer, Joint Treasurer and three executive members.
- The Executive Committee should meet twice in a term or if required bi-monthly other than the regular GBM.

- A meeting of the Executive Committee can also be convened in some emergent / special circumstances by the President / Secretary.
- The E.C will execute the decisions taken in the GBM.
- The E.C can accept contributions in money / kind which shall be dealt with according to directions of the sponsors 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.
- The E.C can nominate the President / **Vice President** as the spokesperson to give policy statements and press releases on behalf 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 quarter by giving reasonable time to the members. Extraordinary GBM meeting can be convened by the Secretary on request by majority members of Executive Committee.
- To elect the President, Vice President, Secretary, Joint Secretary, Treasurer, Joint Treasurer and three executive members for the Sahodaya.
- To enact, adopt, amend or repeal bye laws provided such by laws are in keeping with the aims and objectives of the complex.

Bye-law 9 – Accounts

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 E.C will approve the audited statements before placing in the GBM. 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.

Bye-law 10 – Quorum

The quorum for any meeting will be 1/3 of its members. This is applicable for both GBM & EC Meeting.