

Bye laws

Tejaswini Sahodaya School Complex Kanhangad

The name of the Sahodaya School Complex shall be **Thejaswini Sahodaya School Complex, Kanhangad**

The office of the Sahodaya shall be the office of the president who chairs the Proceedings or as decided by the members of the Sahodaya.

The like-minded affiliated schools to the C-B-S-E in Kasaragod and Kannur are eligible for membership in the said Sahodaya.

Objectives of the Sahodaya

- ✓ To build up professionalism among teachers of the member schools.
- ✓ To encourage sharing of experiences and best educational practices.
- ✓ To promote inter-school collaboration and initiate inter-school competition
- ✓ To empower teachers through workshops, training, exchanging ideas etc.

Rules and Regulations of the Sahodaya:

Membership:

- ✓ Membership to the T.S.S.C. is open to the CBSE affiliated schools in the districts of Kasaragod and Kannur.
- ✓ The school wishing to take membership in the Sahodaya should not be a member of any other Sahodayas.

Membership procedures:

- ✓ The principal of the affiliated school has to apply to the general secretary of the Sahodaya in the prescribed form to become the member of the Sahodaya
- ✓ Application for membership should be submitted to the General Secretary of the Sahodaya in the prescribed form by the principal of the affiliated school. The decision on the newly received membership application forms for joining

in the Sahodaya rests with the Executive Committee. The general body meeting will be held minimum 4-6 times in a year unless notified otherwise.

- ✓ It is mandatory that the working principal has to attend the meeting of the Sahodaya or the person deputed by the principal.
- ✓ The venue of the meeting will be decided by the committee
- ✓ The treasurer is in charge of all the financial dealings of the Sahodaya.

Membership fee/Annual fee Special fee.

- ✓ The Sahodaya should have regular source of funds which may be raised in the form of membership fee and annual fee to fulfill the various needs of the Sahodaya.
- ✓ A school which wishes to be a member of Sahodaya is required to remit one time membership fee as decided by the executive committee.
- ✓ A school has to remit annual fee as per the decision taken by the executive Committee/ G.B.M. on or before 30th June.
- ✓ Special fee for participation by the students in various cultural/sports/games will be Rs 200/- per student per item (it is liable to change).
- ✓ The membership will be cancelled automatically if the annual fee is not paid on or before 31st July of the current academic year.

Office bearers and their election:

- ✓ There shall be a President, Vice president, Secretary, Joint Secretary and Treasurer to look after the day-to-day affairs of the Sahodaya. In addition, there will be a five-member committee.
- ✓ The tenure of the office bearers is fixed as 2 years. Office bearers will be selected/ elected in the general body meeting.

Duties of the office bearers:

The President:

- ✓ The President of the Sahodaya shall preside over the meetings.
- ✓ He/she shall present the common issues of the Sahodaya in the Executive Committee meeting.

- ✓ He/she shall represent the Sahodaya at the formal occasions. The President will be responsible for the generation and operation of bank account of the Sahodaya along with Secretary and Treasurer.

Vice president:

- ✓ The Vice President shall work with the President in tandem with the President during the latter's absence

Secretary:

- ✓ The Secretary is the official record keeper of all non- financial matters.
- ✓ He/she will be the in charge of maintaining and distributing official minutes for all meetings and filing of various documents of Sahodaya.
- ✓ The Secretary will notify the schools for the meeting.
- ✓ He/she shall maintain complete documentation of the various activities of the Sahodaya.

Joint Secretary:

The Joint Secretary shall work with the Secretary and shall function as the Secretary in the latter's absence.

Treasurer:

The Treasurer shall maintain all financial records. He/she shall maintain Sahodaya bank accounts and provide clear record for each transaction and produce before the executive committee.

He/she shall present the statement of account of the Sahodaya at each general body meeting. He/she is authorised to receive all funds on behalf of the Sahodaya and shall disperse the same as decided by the executive committee. He/she is responsible for the income and expenditure to be audited.

Quorum

Minimum 1/3 of the members should be present both in the executive committee and general body meeting to take decisions of the Sahodaya.

Programmes

- ✓ Sahodaya Kalotsav
- ✓ Athletic Meet/Games
- ✓ Teachers' training.
- ✓ Talent Search Examination
- ✓ Any other