

ISSC Bye-Laws 2009

- 1) Membership : The membership is open to Principals of all schools, which are CBSE affiliated in the neighborhood.
- 2) The Annual Fee as decided by the members of the complex unanimously at Annual General Body meeting should be deposited not later than 31st July of the current year. A member school failing to do so may lose its membership.

For New Members :

- 1) 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. A letter should be brought from the authorised person of the school confirming about his/her post.
- 2) The Annual General Body Meeting will be held on the 4th Saturday of the month of June unless notified other wise. The venue of AGM will be the school of the Chairperson.
- 3) Termination of Membership : All the members are expected to attend the meeting. If the members do not attend 3 meetings in a year, AGM will have the right to discontinue membership of such a school.

Tenure :

It is proposed that, the executive body nominated in the AGM June 2010 will function as per the guidelines :

- 1) The body will comprise of the Chairperson, Secretary, Treasurer, Joint Secretary, and minimum of 3 executive members.
- 2) Each of the four office bearers will have a tenure of 1 year in that capacity as mentioned in point (I).
- 3) In the subsequent year Joint Secretary will take over as a Treasurer, Treasurer will take over as a Secretary & Secretary will take over as a Chairperson and one of the 3 remaining executive members will be inducted as a Joint Secretary. A house will nominate a new member to complete the panel of 7 members of the executive body.
- 4) If a member from the panel moves out of the domain of ISSC then he/she will be replaced as per the procedure mentioned above.

Roles and Responsibilities of Executive Committee :

- 1) The executive body in particular and all members in general will follow the basic philosophy of Sahodaya.
- 2) To organise monthly meeting for the members at the chosen venue on the 4th Saturday of every month. Meeting will be attended by the principal only unless and until a meeting is called for Vice Principal/Director.
- 3) To plan and monitor the Sahodaya Calendar for the academic year.
- 4) Generating the resources to keep the pace of the learners with the new techniques.
- 5) Allocation / Sanctioning budget for the various programmes to be held during the tenure.
- 6) Timely-distribution of the minutes and agenda.
- 7) Get the annual audit done by an auditor.
- 8) Transferring the account to the New Official Executive Body for smooth transaction.
- 9) Organising Educational Training programmes with the help of member schools.
- 10) Timely information of the New Executive body to the CBSE chairman and Regional Office.
- 11) Allocation of duties voluntarily to the member school and heads in case of an event or programme.

Duties of Chairperson :

- 1) The Chairperson will preside over the meetings of the executive body and complex.
- 2) He/She will be responsible for the generation and operation of bank account of Indore Sahodaya Schools Complex along with treasurer and the secretary.

Secretary :

- 1) He/ She will make calls for the meeting.
- 2) To propose the agenda for the meeting and finalize the minutes for the meeting.
- 3) Complete documentation of the various activities of the complex.
- 4) He will timely disseminate the minutes to member schools.

Joint Secretary :

- 1) He/She will Assist Secretary as and when required

Treasurer :

- 1) To maintain an account of the Income & Expenditure in the financial year in accordance to the members of the body and schools.
- 2) To prepare the annual Income & Expenditure statement and to put up on the table of the house at AGM for the approval.
- 3) To get the approved Income & Expenditure statement audited.