

Kadamba Sahodaya School Complex

Name: The name of the sahodaya shall be “Kadamba Sahodaya School Complex”

Official address: The office of the “Kadamba Sahodaya School Complex” shall be the office of the Secretary.

Website: www.kadambasahodaya.org

E mail: kadambasahodaya@gmail.com

Definitions

1. The Complex shall mean the “Kadamba Sahodaya School Complex” [referred to in brief as KSSC].
2. The Executive Committee shall mean the office bearers of the KSSC elected or nominated as per the rules laid down.
3. The year shall mean the financial year as April 01st to March 31st.
4. Member School (s) shall mean school (s) which is/ are member (s) of Kadamba Sahodaya School Complex.

Aims and objectives

1. To act as a liaison between CBSE and the member schools in the implementation of its policies, projects & strategies.
2. To promote educational excellence in all member schools.
3. To encourage professionalism among the teachers and educational innovations in the member schools.
4. To promote interschool collaboration among member schools.
5. To help the member school with sharing resources.
6. To promote academic collaboration through common science fairs, joint seminars, workshops, teaching aids, preparation of question banks, conduct of common examination among the member schools etc.
7. To arrange workshops/ seminars/ symposia on education for member schools.
8. To communicate with CBSE to seek clarification so as to be well informed about the circulars guidelines and policies of CBSE.
9. To provide a forum for active participation in the field of sports and cultural activities for member schools.
10. To address common issues of member schools.

Jurisdiction

The jurisdiction of KSSC shall be confined to Uttara Kannada and neighboring districts. However it may be extended to other Schools outside these districts, if no other Sahodaya Complex is available to them to become the members. In the event of any dispute the Secretary is authorized to take the decision.

Membership

Membership is open for all the CBSE affiliated schools, situated in jurisdiction of the Complex. A School can become member by paying the membership fee.

Membership fee/ Annual fee

The Sahodaya School Complex must have regular source of funds which may be raised in the form of Membership fee, Annual fee and other sources.

1. A School on admission to KSSC is required to pay 'one time' membership enrollment fee as fixed by the executive committee.
2. The member school also shall pay an "annual fee" as fixed by the Executive Committee.
3. The period of annual subscription shall be the financial year from 01st April to 31st March.
4. The membership stands automatically cancelled if the "Annual fees" is not paid for more than a year even after issuance of notice.

Cessation of Membership

Membership of KSSC can cease in the following ways.

1. Submitting application by the Head of the School for withdrawal.
2. Acting against the interest of Sahodaya.
3. Frequently absent during the meeting convened by the sahodya. Non-participation in the activities conducted by the Sahodya.

General body

1. Members of Sahodaya represented by the Head of the Schools is called a General Body
2. General body is the supreme authority of the Sahodaya.

3. It shall formulate, amend its bye-laws, elect its office bearers, pass annual Budget of the Sahodaya, and ratify the resolutions passed in last General Body meeting.
4. The General Body shall sit once in a year and in case of Emergency it can be convened at any time telephonically or by SMS, Whatsapp or Email.
5. Along with other duties, the General body should select/ elect following office bearers for a term of 3 years. The post shall be honorary.

The executive committee

The executive committee will consist of President, Secretary, treasurer and 2 members. 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.

Terms

The terms of the Executive Committee shall be three years. No member for the Executive Committee shall hold office (be eligible for election/ nomination) for more than two consecutive terms.

Elections

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.

Mid- term vacancy

In the event of a mid-term vacancy, the Executive Committee may nominate a person from amongst its members for the remaining term to carry out the function of the person who has vacated the seat.

Powers and functions of Executive Body

The **President** shall preside over all business meetings. He/She shall decide the issues of discussion for Executive Committee meeting in consultation with other office bearers and prepare the agenda.

The **Secretary** shall act as a primary and the official record keeper of all non financial matters. He is in charge of maintaining and distributing official minutes for all meetings

and filling various returns to the authorities concern. He shall represent KSSC in formal occasion and policy meeting. And act as a main liaison between KSSC, CBSE & member school.

The **Treasurer** will maintain all KSSC financial records. It is the duty of the treasurer to maintain the KSSC Bank account and provide accurate records of each transaction and produce before the Executive Committee on demand. The Treasurer must make a report of KSSC finances at each general body meeting. He/She is authorized to receive all funds on behalf of the Complex.

The **members** will provide valuable suggestions and feedback during the executive committee meeting. The members will also coordinate with the secretary and member school/s as and when necessary.

Meetings

1. The Executive Committee shall meet once in a year.
2. Annual general body 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.
3. Fifteen days' notice shall be given for the Annual General body Meeting.
4. In case of Emergency, Executive committee meeting or General body meeting can be convened by the secretary to address the issue with a short period of notice.

Decision making & resolution

All decisions as far as possible shall be unanimously approved after discussions, be it the General Body meeting or the executive committee meeting. However in the absence of unanimity in decisions, the matter shall be put to vote and decided by a simple majority.

Account

KSSC shall open a bank account in a Nationalized bank/Scheduled bank. The account shall be operated jointly by any two office bearers of which the treasurer being one of the Signatories. The second one will be selected by the Secretary.

The Executive Committee shall approve the audited statement before placing it in the Annual General Meeting.

Communication

All official communication shall ordinarily be done by email however; in the case of an emergency instantaneous electronic media like bulk SMS or Whatsapp may be used.