

**Director****Ms. Kirti Sharma**

Principal

Jesus' Sacred Heart School

South City, Ludhiana

Secretary**Mr. Ashish Sawhney**

Principal

Bal Bharati Public School

Dugri Phase-III, Ludhiana

Ref. No. LSSC/2026-04

16/04/2026

LSSC BYE LAWS

SAHODAYA SCHOOLS COMPLEX

Preamble:

In alignment with the vision and guidelines of the Central Board of Secondary Education (CBSE) to promote collaboration among affiliated institutions, the Ludhiana Sahodaya Schools Complex (LSSC) is hereby constituted as a collective forum of member schools.

The concept of *Sahodaya*, meaning “progressing together,” reflects the spirit of cooperation, mutual support, and shared responsibility among schools. The Complex shall facilitate coordination with CBSE, promote sharing of resources and best practices, and encourage excellence in academic and co-curricular domains.

This Constitution lays down the framework for the organization and functioning of the LSSC, ensuring transparency, accountability, and effective participation of its members.

The LSSC shall function as a non-political, non-commercial, and non-sectarian body, operating in an advisory capacity without interfering in the independent functioning of member institutions.

CONSTITUTION OF SAHODAYA SCHOOLS COMPLEX, LUDHIANA (LSSC)

1. Name : The organization shall be Ludhiana Sahodaya Schools Complex.

2. Location : The office of the Ludhiana Sahodaya Schools Complex shall be the office of the Secretary

3. Definitions:

- The complex shall mean the Ludhiana Sahodaya Schools Complex (LSSC).
- The General Body shall mean member schools of LSSC.
- The Executive Committee shall mean the office bearers of the LSSC elected or nominated as per the Rules laid down in Para 10
- Year shall mean the Financial year as April 1st to March 31st next year.

4. Jurisdiction: The Jurisdiction of the Ludhiana Sahodaya Schools Complex shall be confined to Ludhiana and its Suburbs. However this may be extended to other schools out of Ludhiana, if no other Sahodaya Complex is available for them to become the member.

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5. Aims & Objectives:

The Objectives of the Sahodaya Schools Complex shall be:

- To act as liaison between CBSE and the member schools in implementation of its Policies, projects.
- To enable sharing of experience and facilities.
- To promote inter schools collaboration.
- To encourage professionalism among teachers and educational innovations among institutions.
- To promote academic collaboration through teacher exchanges, common science fairs, joint seminars, workshops, exchange of library facilities, production of teaching aids, preparing question banks and conduct of common examinations among member schools.
- To provide a forum for active participation among the member schools in developmental activities.
- To provide a forum for active participation in the field of sports & Cultural activities.
- Any other activity that enhances the academic /professional growth of the school/sahodaya complex/board.

6. Organisation:

The LSSC shall be a non political, non religious, non commercial body meant totally for "Educational Advancement " of its members. It shall aim at academic and professional growth of the members and their constituent staff. The LSSC shall function in an advisory capacity and shall not be involved directly or indirectly in the academic and /or administrative functioning of the member institutions.

RULES & REGULATIONS

Membership:

- The Membership is open for all the affiliated Schools with CBSE situated in the said area of operation of the complex.
- The schools shall become members of the LSSC by paying the prescribed fee.
- The maximum number of members shall be as fixed by the General body of LSSC. Any change in the same can be done with the consent of the majority of members only. The current approved strength of members is 50.

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Enrolment:

The principal of the affiliated school has to apply to the office of the Secretary of the complex in the prescribed format for becoming the member of the complex. On receiving the application the secretary shall verify the details and then place the request for approval of the members in the next meeting of the Executive committee.

Membership fees/Subscription:

- A school shall on admission to the Sahodaya complex pay an enrolment fees as approved by the Executive Committee from time to time.
- The member school also shall pay an annual fees approved by the Executive Committee from time to time. The annual fee for the year has to be decided in the meeting before the beginning of the financial year and in case no such agenda is taken up, it will be same as for the previous session.
- The complex however may ask for special contribution for the conduct of National Level programmes such as Annual Sahodaya School Meet, Regional Sahodaya Meet, National/Regional Sports Meet etc.
- The period of Annual subscription shall be the financial year, from 1st April of the running year to 31st March of the following year.
- The member shall be not eligible to participate in any of the programmes arranged /conducted by LSSC if they have any dues to LSSC for more than a year.
- Notwithstanding anything contained in the constitution, no member with any arrears of any kind of payment shall be nominated /eligible for election to any post of the Sahodaya School Complex.

The Executive Committee:

The EC shall comprise both elected and nominated members from amongst the member schools. The members of the Executive committee shall be:

One Director: Secretary to be appointed as the Director for the next term

One Secretary: To be elected

Five Members : To be nominated/ out of these two members would be the ones who have served as office bearers of the LSSC previously and other three would be nominated subject to membership of atleast 3 years.

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

Elections: The Secretary shall be the returning officer , and shall notify the eligible norms , date of election & vacancies. All nominations must be proposed by a member

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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 the executive committee and/or the members for the remaining term.

Powers:

- The Director shall preside over all business meetings. In his / her absence the Secretary shall conduct the proceedings on the behalf of the director except when there is a direct conflict of interest between his / her role as a secretary and that of the presiding officer of the meeting
- The Executive Committee shall approve an annual budget, and in case of exigencies, the Director and Secretary are authorized to approve the expenditure, which is to be ratified at the next meeting of the Executive Committee.
- The Secretary shall be the chief Executive Officer in charge of the LSSC and he /She shall keep a record of all proceedings, carry out correspondence in conformity with the Resolutions passed.
- Both the Director and the Secretary shall be both individually and jointly incharge of all matters relating to finance and shall maintain accounts, make payment based on sanctions / budgets. They shall submit accounts to the members in the AGM, and also on demand.
- The Bank account shall be operated jointly by the director and the secretary and in the situation of vacancy of the either of the two positions, the Executive committee will nominate one additional member to sign the instruments on behalf the LSSC.
- To accept contributions in Cheque/DD kind which shall be dealt with according to directions of the donors if it beneficial to and in tune with the purpose of the Complex.
- The Director will be spokesperson on behalf of the complex to give policy statements and press releases on behalf of the complex.

Meetings:

There shall be three types of meetings, which can be conducted in offline or online mode:

Meeting of the Executive Committee

- The Executive Committee shall meet at least 3 times a year.
- 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



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a member of the Executive Committee.

- Seven days notice shall be given for convening a meeting of the Executive Committee is empowered to waive the period of notice of Seven days, if the circumstances so demand.

General Meeting:

1. The general meeting of the LSSC shall be held twice in a year (Once in first quarter and once in Third quarter). Of these the first quarter meeting would be the annual general meeting and in the same meeting apart from the agenda, the Secretary on behalf of the Director will present the report for the year and the accounts / financials for the year. The third quarter meeting would be as per the agenda and the requirement that would be circulated.
2. One week notice shall be given for the Annual General Meeting.
3. The General body Meeting shall have the powers to:
 - a) To conduct elections for the office bearers.
 - b) To enact, adopt, amend or repeal bye laws provided such bye laws are in keeping with the aims and objectives of the complex.
 - c) Draft and adopt rules for conduct of sports, co- curricular and teacher training events. In case the previous years rules are to be continued a clear resolution regarding the same should be passed in the First quarter meeting.
 - d) The calendar of sports, co- curricular and teacher training events allocation of venues would be decided in the first quarter general body meeting in consultation with all the members present. If in case any school expresses its inability to host the event later on, the power to find and allocate the event to another school will rest with the director and the secretary.
 - e) The controller of Examination for conduct of common examinations would be decided in the third quarter meeting.
 - f) The Controller of Examination will function as and autonomous office for the conduct of examinations only and will share its report once the examinations conclude. Any issues of the members to be reported to the director and secretary office who will intervene without compromising the confidentiality of the process. Also, any and all the vested authority to the controller of examinations will stand extinguished once the examinations are over.
 - g) Any change in sub points (c), (d), (e), and (f) above due to an extraordinary situation can be done by the director and the secretary office, with due post facto reporting to the general body, in the best interests of the students and teachers. The

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same would require approval of the general body and would be limited for that period only.

Extra ordinary General body meeting:

An Extra ordinary General meeting can be convened by the Secretary on written request by 1/3rd of the members.

Quorum:

The quorum for any meeting will be 1/3th of its members. This is applicable for all meetings. 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 is received during the stipulated time it shall be presumed that the resolution meets their approval and is deemed passed.

Voting:

1. All the member school will have one vote each.
2. All the members present in the meeting will have right to cast their vote
3. Absent members will not have any right to cast their vote on the matters decided in a valid meeting with proper quorum. However, in case of resolution by circulation this requirement of physical presence shall stand waived provided the vote has been conveyed in the time period accorded for the same.

4. All the decisions as far as possible shall be unanimously approved after discussions.

However in the absence of a unanimity in decisions, the matter shall be put to vote, and in the event of a tie, the Director shall have a casting vote, which may be exercised.

Accounts:

The Sahodaya School Complex shall open a bank account which shall be operated jointly by the Director and the secretary subject to para 11.5.

Voluntary surrender / discontinuation of the membership:

1. Any member school wanting to discontinue its association with the LSSC can do so by submitting a written letter on the letterhead of the school, duly signed by the Principal, before the start of the session.
2. No refund of membership charges or annual membership charges will be given to the leaving members.



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3. The members schools who wish to discontinue will have no claim on any immovable assets or any amount of cash or bank balance of LSSC as at that time or in future.

Certificates to students and teachers:

All the certificates related to the events organised by the LSSC both for students and Teachers would be issued under the signatures of the Director and the Secretary.

Dissolution:

If the three fourth of the members of the complex decide that the purpose of the complex are no longer being full filled they can decide to dissolve the LSSC. Upon such dissolution all the assets that would be monetized and the balance after payment of all debts and liabilities of the complex would be divided equally among all members at that time and paid through A/C payee cheque in the favour of the school.

Powers to amend / Alterations:

1. Amendments or alterations if any, to the Bye laws of the LSSC, in any form shall be made at the Annual General meeting. Such amendments or alterations to the 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.

2. Any request for alteration of any clause of the Bye-laws shall be admitted only if the request is in writing from at least 1/3rd of the members registered /listed.

Resolution:-

These Bye laws have been unanimously adapted by all the members in the meeting held on 16.04.2026 and will be effective from Academic session and F.Y. 2026-27.

Kirti Sharma

(Director LSSC)

Ashish Sawhney

(Secretary LSSC)