

Guidelines of Ludhiana Sahodaya Schools Complex, L.S.S.C. (Ludhiana)

Constitution and Rules & Regulations of the association are given in the succeeding paragraphs :

❖	Name	The name of the association - Ludhiana Sahodaya Schools Complex (Ludhiana)
❖	Aim & Objective	Sharing of ideas, collaborative learning and to organize inter school co-curricular & sports activities for exposure of the students to various competitions.
❖	Office of the association	The office of the association will be the school office of the Secretary and all the correspondence with the member Principals will be done by the Secretary from his/her office after discussion with the Director.
❖	Rules & Regulations	<ul style="list-style-type: none"> • All member schools of association will have to pay Annual Fee of Rs. 5000/- every year which may be revised from time to time. • To run the affairs of association effectively, there will be two office bearers i.e. Director and Secretary. • Term of all the office bearers will be of two years maximum. • After every two years, there will be election only for the post of Secretary in the meeting of the Principals of the member schools of the association through secret ballot if required or directly by proposing the name of the member. The meeting to be conducted in the month of March.
❖	Meeting & nomination form	<ul style="list-style-type: none"> • The Secretary will be required to send the date & venue of the meeting atleast 15 days before the meeting alongwith the agenda of the meeting. • The Secretary will also invite the nomination from the member principals so as to reach him/her online, 5 days before the meeting on prescribed proforma meant for this purpose. In case no nomination is received for the post of the Secretary, the nomination would be allowed on the spot in the meeting as per the constitution.
❖	Eligibility to be the Director or Secretary or Joint Secretary	<ul style="list-style-type: none"> • Any member could be elected Secretary who has minimum experience of 05 years as Principal of CBSE affiliated Sr. Sec. School and has been a member of the Sahodaya Schools Complex. • Only one principal from an organization running more than one sister institutions will be eligible either for post of Director or Secretary. Nomination form for the post of Secretary will be

Man
19/1/2023

PRINCIPAL, NANKANA SAHIB
PUBLIC SCHOOL, GILL PARK, LDH.

Man
19/1/2023

Dr. Pardeep Kaur
Director

Gurmeet
19/1/2023

PRINCIPAL, G.G.N.
PUBLIC SCHOOL,
LUDHIANA.

		<p>seconded by other member Principals of LSSC other than sister institutions.</p> <ul style="list-style-type: none"> The name of any member principal who is elected once for the post of Director / Secretary will not be considered for selection of any of the above posts before expiry of four years from the date of his / her previous election.
❖	Procedure for election	<ul style="list-style-type: none"> On start of the meeting the outgoing Director will declare the names of the principals whose nomination form have been found eligible as per the rules & regulations of the association for the posts of the Secretary. Before the start of election process for the post of Secretary, two principals present in the meeting will be nominated as Returning officer and Deputy returning officer under whose supervision the whole process of election will take place in case of a election through ballot. The returning officer & deputy returning officer will be nominated from the member principals present in the meeting who have not applied for nomination for election of the Secretary. In case there is only one nomination for the post of Secretary, then the person will be declared elected unanimously by the returning officer. However in case there are more than one candidate for the post of Secretary then election will take place through secret ballot. The ballot papers after folding will be put into a box kept separately for the post of Secretary by the voters and at the end of the voting, ballot paper box will be opened by the Returning & Deputy Returning officer for the declaration of the result after counting of the votes. After the process of the election of the Secretary, the outgoing Director will be replaced by the interm Secretary as Director. Newly appointed Secretary will conduct the other business of the meeting on that day as per the agenda already circulated by the outgoing Secretary. Any other agenda which comes up for consideration in the meeting can also be discussed with the permission of the new Director.
❖	In case of Resignation of Director / Secretary	<ul style="list-style-type: none"> In case Director resigns, Secretary will take over as Director automatically and the post of the Secretary will be filled up through election called by the Director. In case Secretary resigns, the post of the Secretary will be filled up through election called by the Director.

Hba
19/1/2023

Kaur
Dr. Paramjit Kaur
Director

Gurmeet
19/1/2023

❖	Annual general meetings	<ul style="list-style-type: none">• There will be one Annual and two general meetings each year.• Annual meeting to be held in March every year.• The Secretary will present the details of the Income & Expenditure of LSSC• First General meeting will be called in mid April to chalk out the co-curricular/ sports activities calendar for the new session.• Second General meeting will be called in mid September for any issues related to CBSE and other Govt. authorities.• Attendance record of the members present in the meeting will be kept.• No nominee on behalf of Principal would be allowed to attend the meeting.• All member Principals to attend minimum two meetings out of three conducted annually.
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Usha
19/11/2023

Usha
Dr. Paramjit Kaur
19/11/23
Director

Gunmeet
19/11/2023