



## Director

**Mrs. Jaswinder Kaur Sidhu**

Principal  
DAV Public School  
BRS Nagar, Ludhiana

## Secretary

**Ms. Kirti Sharma**

Principal  
Jesus Sacred Heart School  
South City, Ludhiana

Ref. No. LSSC/2023-02

Dated: 07/06/2023

## Ludhiana Sahodaya Schools Complex Bye-Laws

The constitution/bye-laws of the association are given in the succeeding paragraphs:

<b>Name</b>	The name of the association – Ludhiana Sahodaya Schools Complex (Ludhiana)
<b>Aims &amp; Objective</b>	Sharing of ideas, collaborative learning and to organize various inter school co-curricular & sport activities for providing opportunities and exposure to the students.
<b>Office of the Association</b>	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.
<b>Rules &amp; Regulations</b>	<ul style="list-style-type: none"><li>• All member schools of association will pay Annual Membership Fee of Rs.5000/- every year which may be revised from time to time.</li><li>• To run the affairs of association effectively, there will be two office bearers namely the Director and the Secretary.</li><li>• Term of all the office bearers will be of maximum two years.</li><li>• 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 either directly by proposing the name of the member or through secret ballot if required. The annual meeting to be conducted in the month of March.</li></ul>
<b>Meeting &amp; nomination form</b>	<ul style="list-style-type: none"><li>• The Secretary will be required to send the date &amp; venue of the annual meeting at least 15 days before the meeting along with the agenda of the meeting.</li><li>• The Secretary will also invite the nominations 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 prior nomination is received for the post of the Secretary, the nominations would be allowed on the spot in the meeting as per the constitution.</li></ul>



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<p><b><i>Eligibility to be the Director or the Secretary</i></b></p>	<ul style="list-style-type: none"><li>• Any member could be elected Secretary who has minimum 05 years of experience as Principal of a CBSE affiliated Senior Secondary School and has been a member of Ludhiana Sahodaya Schools Complex.</li><li>• Only one principal from an organization running more than one institutions will be eligible for post of Director or Secretary. Nomination form for the post of Secretary will be seconded by any member Principal of LSSC other than the sister institution.</li><li>• The name of any member principal who is elected once for the post of Director/Secretary will not be considered for any of the above posts before the expiry of at least four years from the date of his/her previous election.</li></ul>
<p><b><i>Procedure for election</i></b></p>	<ul style="list-style-type: none"><li>• In the beginning of the meeting the outgoing Director will declare the names of the principals whose nomination forms have been found eligible as per the constitution of the association for the post of the Secretary.</li><li>• In case there is only one nomination for the post of Secretary, then the person will be declared elected unanimously by the outgoing Director. However, in case there are more than one nominations, then election will take place through secret ballot.</li><li>• Before the start of election process for the post of Secretary, two principals present in the meeting who have not applied for the post of Secretary will be nominated as Returning Officer and Deputy Returning Officer under whose supervision the whole process of election will take place through secret ballot.</li><li>• Properly folded ballot papers will be put into a ballot box by the members present. At the end of the voting, ballot paper box will be opened by the Returning &amp; Deputy Returning officer for calculating the votes and for the declaration of the result.</li><li>• After the process of the election of the Secretary, the outgoing Director will be replaced by the interim Secretary as Director. Newly appointed Secretary will conduct the remaining business of that day as per the agenda already circulated. Any other agenda which comes up for consideration in the meeting can also be discussed with the permission of the new Director.</li></ul>



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<p><i>In case of Resignation of Director / Secretary</i></p>	<ul style="list-style-type: none"><li>• In case the Director resigns in mid term, the Secretary will take over as Director and the post of the Secretary will be filled up through nomination/election in a special meeting called by the Director. In case the Secretary resigns mid term, the post of the Secretary will be filled up through nomination/election called by the Director as per the laid down procedure.</li></ul>
<p><i>Annual General Meetings</i></p>	<ul style="list-style-type: none"><li>• There will be one Annual and two general meetings in one academic session.</li><li>• Annual meeting will be held in March every year.</li><li>• The Director will present the details of the Income &amp; Expenditure of the previous year.</li><li>• First General meeting will be called in mid-April to chalk out the co-curricular and sports activities calendar for the new session.</li><li>• Second General meeting will be called in mid-September for any new instructions/guidelines from CBSE or for any other matter related to Govt. authorities.</li><li>• Attendance record of the members present in the meeting will be maintained by the Secretary.</li><li>• No nominee on behalf of the member Principal would be allowed to attend the meeting.</li><li>• All member Principals to attend minimum two meetings out of three conducted annually.</li></ul>

Jaswinder K. Sidhu  
Director LSSC

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Kirti Sharma  
Secretary LSSC