

# **BYELAWS, RULES AND REGULATIONS OF KENDRIYA VIDYALAYA STUDENTS WELFARE SOCIETY**

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## **KENDRIYA VIDYALAYA STUDENTS WELFARE SOCIETY**

In the matter of Act XII of 1955 being an Act for the Registration of Literary, scientific and charitable societies in the erstwhile Travancore Cochin area of the state of Kerala ;

- I. **Name** : The name of the society shall be “**Kendriya Vidyalaya Students Welfare Society**”, in short **KVSWS**.
- II. **Registered Office** : The Registered Office of “**Kendriya Vidyalaya Students Welfare Society**” shall be situated in **XI/123 Adat Grama Panchayat, P.O.Puranattukara, Thrissur 680551, Thrissur District**.
- III. **Area of the operation** : The Area of the “**Kendriya Vidyalaya Students Welfare Society**”, shall be **Thrissur District**.
- IV. **Aims and Objectives** :
  - a. To promote the welfare of the students of the Kendriya Vidyalaya irrespective of caste, creed, religion, sex etc.
  - b. To create better understanding and harmonious relationship between Parents, Teachers and students of Kendriya Vidyalaya
  - c. To work for academic, cultural, athletic and all-round improvement of Kendriya Vidyalaya with the joint effort of parents, teachers, students and Kendriya Vidyalaya authorities.
  - d. To hold seminars, workshops, discussions, cultural activities and to arrange meetings of parents, teachers and students of Kendriya Vidyalaya.
  - e. To render suitable assistance to deserving and financially poor students of Kendriya Vidyalaya irrespective of caste, creed, religion, sex etc.

- f. To promote understanding and co-operations between members of the Kendriya Vidyalaya Community regarding school life, work and social life.
- g. To provide transportation facilities and other better amenities to Kendriya Vidyalaya Students.
- h. To provide text books, note books, uniforms, belts and other study materials and stationary items to the Kendriya Vidyalaya Students at reasonable prices.
- i. To create awareness among the Kendriya Vidyalaya students on road safety aspects and to educate road users about traffic rules, traffic regulations and other related matters
- j. To work as a volunteer Forum for aiding Trauma care activities.
- k. To institute and maintain libraries.
- l. To publish research papers, books and periodicals and other literature relating to development.
- m. To undertake the documentation of important development literature.
- n. To promote, charitable values, literature, science art education and culture
- o. To purchase, construct, maintain, alter improve or develop any immovable or movable properties belonging to the KVSWS or works necessary or convenient for purpose of the KVSWS.
- p. To issue appeals to raise funds and accept gifts donation, subscriptions in cash or in kind and any property either movable or immovable for the achievement of the objective of the KVSWS.

- q. To acquire, purchase or otherwise own or undertake on loan or lease or hire temporarily or permanently any movable or immovable property necessary or convenient for the furtherance of the objects of the KVSWS.
  - r. To do all such other acts or deeds and things as may be necessary, incidental or conducive to the attainment of or for carrying out of all or any of the above objects.
- V. Without prejudice to the objectives and powers of the society, the society shall
- a. Collaborate or enter into contracts/MOU/agreements with State/Central Government Departments/Organizations, Research and Development institutions, Financial Institutions both at national and international level and private corporate bodies, trade unions, individuals as are deemed necessary to develop or implement for the fulfillment of the objects of the KVSWS Society as it deemed fit.
  - b. Open and operate bank accounts with Treasury, or with Nationalized Bank or Co-operative Banks and to invest funds therein.
  - c. Sell, lease, exchange, transfer or dispose all or any immovable or movable property of “Kendriya Vidyalaya Students Welfare Society”, with the approval of the General Body.
  - d. Create reserve funds or any other fund, whether for depreciation, repairs, improvement, extension or maintenance to any of the movable or immovable properties of “Kendriya Vidyalaya Students Welfare Society”, and or for recouping or damaged assets and for any other purpose to which “Kendriya Vidyalaya Students Welfare Society”, deems fit.
  - e. Set up or establish any special service required for achieving the objectives.

## VI. Short Title :

These Bye Laws and Rules and Regulations may be called the Bye Laws and Rules and Regulations of “**Kendriya Vidyalaya Students Welfare Society**” (hereinafter referred as “KVSWS”)

## VII. Definitions :

In these rules, unless the context otherwise requires:

- a. “Act” means Travancore Cochin Literary, Scientific and Charitable Societies Registration Act, 1955.
- b. “Government” means the Government of Kerala
- c. “Society” means the Kendriya Vidyalaya Students Welfare Society, Thrissur, Puranattukara
- d. “Executive Committee” means the Executive Committee of “Kendriya Vidyalaya Students Welfare Society”
- e. “Governing body” means the Governing body of “Kendriya Vidyalaya Students Welfare Society”
- f. “Executive Secretary” means Executive Secretary of “Kendriya Vidyalaya Students Welfare Society”
- g. “Chairman” means Chairman of “Kendriya Vidyalaya Students Welfare Society”
- h. “General Body” means General Body of “Kendriya Vidyalaya Students Welfare Society”
- i. “PTA” means Parent Teachers Association of Kendriya Vidyalaya, Thrissur, Puranattukara
- j. “Parent” means Parent of the students of Kendriya Vidyalaya, Thrissur, Puranattukara

- k. “Audit Committee” means Audit Committee of the “Kendriya Vidyalaya Students Welfare Society”
- l. “Employee” means employee of the “Kendriya Vidyalaya Students Welfare Society”

### **VIII. Register of the Society :**

“Kendriya Vidyalaya Students Welfare Society” shall keep a register as provided in Section 15 of the Act and such other registers as may be required from time to time.

### **IX. General Policy :**

The society shall be purely, Charitable, Educational and free from political, religious or other considerations.

### **X. Membership :**

- a. Only those parents of the students of Kendriya Vidyalaya, Thrissur, Puranattukara, who subscribe to the aims and objectives of the “Kendriya Vidyalaya Students Welfare Society” and fulfill the conditions herein after provided, shall be eligible for membership to the KVSWS.
- b. Parent Member can be one among father, mother or legal guardian of a student studying in Kendriya Vidyalaya, Thrissur, Puranattukara
- c. Every parent will become a member of Kendriya Vidyalaya student Welfare Society, Thrissur, Puranattukara by remitting the admission fee and yearly subscription.

- d. Only one membership shall be permitted to a parent irrespective of the number of children study in the Kendriya Vidyalaya, Thrissur, Puranattukara
- e. An application for membership shall be submitted to the Chairman in the format provided together with an annual membership fee as decided by the General Body Meeting.
- f. On scrutiny, if the application is found in order, membership may be issued by the Chairman on the recommendation of the Executive Committee
- g. Provided that till the constitution of the Executive Committee, Chairman, shall be competent to issue membership without the recommendation of the Executive committee. This will be subject to ratification by the Executive Committee as and when constituted.
- h. Any member may be removed from the membership of the “Kendriya Vidyalaya Students Welfare Society” by the Chairman on the recommendation of the Executive Committee, with 3/4<sup>th</sup> majority for misconduct or any act not becoming of a member.
- i. Provided that an opportunity shall be given to the member concerned to explain, his, her position before recommending to remove him or her from membership. Association of Membership on completion of study on this school/transfer.

**X (a) Cessation of Membership :**

A non official member of the Executive Committee shall cease to be a member if he dies, resigns, becomes of unsound mind, insolvent or he is convicted of a criminal offence involving moral turpitude.

**XI. Governing body :**

- (I) All those who have been admitted to the KVSWS as a member shall constitute the General Body and they shall have the right to attend the vote in the meeting.
- a. The ultimate authority in all matter relating in the administration of the KVSWS shall be the general body which shall meet **at least once in a year** to conduct the work of KVSWS.
  - b. The annual General body meeting of the KVSWS shall be held in **July each year**.
  - c. At least **14 days notice** of the Agenda, date and place of meeting shall be given to all members of the KVSWS.
  - d. The Quorum shall be necessary for the General Body shall be **50 or ¼<sup>th</sup>** of the total membership, whichever is less.
  - e. But no quorum shall be necessary for an adjourned meeting unless it is a meeting called by the members **through requisition**.
  - f. The following among other things shall be dealt with in the Annual General Body Meeting
    - i. To present the annual report of the KVSWS relating to previous financial year
    - ii. To approve the audited statements of accounts for the previous financial year and their report of the auditor who audited the accounts of the KVSWS as per the article.
    - iii. To pass the annual budget of the KVSWS

- iv. To elect the returning officer to conduct election for the posts of office bearers and committee members of the KVSWS for the ensuing them.
- v. To consider any amendment or repeal of any of the provisions in the bylaw or enactment of new byelaw
- vi. To transact any business recommended by the executive committee
- vii. To appoint internal Auditor from among the parent members to audit the accounts of the KVSWS for the current year
- viii. To appoint statutory auditor for the current year from among any of the Chartered Accountancy Firms.

(II) An extra ordinary General Body Meeting with **7 days** prior notice may be convened on the written request signed by not less than 50 members or if the Executive Committee so decides to consider any of the above items excluding 1(g) (I) (II) (III)

#### **XIV. Powers of the General Body :**

The General Body shall have the powers

- a. To adopt the Byelaw of the “Kendriya Vidyalaya Students Welfare Society” in the first meeting
- b. To elect the members of the Executive Committee of the “Kendriya Vidyalaya Students Welfare Society”
- c. To decide on all policy matters relating to the “Kendriya Vidyalaya Students Welfare Society”
- d. To approve the annual statement of accounts and annual reports.
- e. To amend the Byelaws subject to the approval of general body.
- f. To give directions to the Executive Committee on policy matters relating to the “Kendriya Vidyalaya Students Welfare Society”



**XV. Meeting of the General Body :**

- a. The General Body shall meet **at least once in a year**
- b. The Annual General Body Meeting shall be held only after issuing **14 days** notice to its members prior to the meeting
- c. The General Body may hold special meeting if **1/3<sup>rd</sup> members** request so, in writing
- d. All meetings of the General Body shall be convened by the Secretary at the instance of the Executive Committee and members shall be informed of at least **14 days** before the meeting. Exhibiting the notice as a prominent place in the KVSWS notice board for **at least one week** prior to the mandatory 14 days, shall be enough notice for the holding of the meeting.
- e. The quorum of the General Body Meeting shall be 1/3<sup>rd</sup> of the existing members
- f. All General Body Meeting shall be presided over by the Chairman or in his absence by the Vice Chairman.
- g. The Annual General Body Meeting will be conducted in the **month of July in every year**

**XVI. Executive Committee :**

- a. There shall be an Executive Committee consisting of 10 members and shall be elected from the members of the “Kendriya Vidyalaya Students Welfare Society” by the General Body in its annual meeting
- b. The term of the Executive Committee shall be 1 year.
- c. Any casual vacancy arising in the Executive Committee shall be filled up by the Executive Committee through nomination, prior approval from Governing body.
- d. The Executive Committee shall **meet at least once in three months.**
- e. The meeting shall be convened by the Secretary and the instance of the Chairman and the same shall be presided over by the Chairman or in his or her absence the Vice Chairman
- f. The Receipt of the notice shall be acknowledged in the Notice Board and a copy of the same shall be put up in the Notice Board of the “Kendriya Vidyalaya Students Welfare Society”
- g. The quorum of the meeting of the Executive Committee shall be more than  $1/3^{\text{rd}}$  of the total members of the Executive Committee
- h. Special meeting of the Executive Committee may be summons when  $1/3^{\text{rd}}$  of members make a request in writing for such meeting
- i. Any member of the Executive Committee, who abstains from the meeting of the Executive Committee consecutively for 3 times, without giving valid reasons to the Chairman, shall cease to be a member of the Executive Committee with effect from the last meeting.
- j. All decision in the Executive Committee shall be taken as a majority vote of the members present and voting.
- k. In the event of a **tie, the Chairman shall excise casting vote.**

- l. To appoint employees as may be found necessary for the jobs of the KVSWS, to fix their salary & allowances and other terms and conditions of service including code of conduct and taken any disciplinary action including suspension and dismissal from service of such persons.
- m. To constitute any member of Sub committees from among the member of the executive committee and from members and to assign such functions to them as may be necessary in the interest of the KVSWS.
- n. To control and operate the funds of the KVSWS and to maintain the accounts
- o. To remit the funds of KVSWS in to the respective Nationalized/Scheduled/Co-operative bank (s).
- p. To procure/create furniture, stationery articles, text books, note books, vehicles or any other movable or immovable assets for the working of the KVSWS
- q. To receive endowments and donations
- r. To grant and cancel memberships
- s. To organize cultural meetings, discussions, seminars, workshops etc for the benefit of students.
- t. To co-opt members to any of the existing vacancies in the executive committee.
- u. To present annual budget and annual accounts of the Society in the General Body Meeting
- v. To delegate any functions of the executive committee to the secretary
- w. The executive committee shall have no power to avail loans for any purpose without the prior approval of the General Body.

**XVII. Powers and Function of the Executive Committee :**

The Executive Committee shall have the power

- a. To manage the administration of the **“Kendriya Vidyalaya Students Welfare Society”** and to execute various programmes.
- b. To hold all assets of the **“Kendriya Vidyalaya Students Welfare Society”** and use them for the implementation of various programmes connected with its aims and objectives.
- c. To receive receipts, incur expenditure and all payments on behalf of the **“Kendriya Vidyalaya Students Welfare Society”**
- d. To plan programmes and policies of the **“Kendriya Vidyalaya Students Welfare Society”** and prepare appropriate budgets for the programmes and mobilize resource there from.
- e. To mortgage, sell or alienate any property, immovable or movable of the **“Kendriya Vidyalaya Students Welfare Society”** for the benefit of the **“Kendriya Vidyalaya Students Welfare Society”**
- f. To elect the office bearers except the Chairman, Secretary, Treasurer and Auditor of the KVSWS from the members of the Executive Committee

**XVIII. Office bearer of the Society :**

1. The following shall be the office bearers of the society
  - a) *The Chairman:*  
The Chairman shall be elected from the General Body
  - b) *Vice Chairman :*  
The Vice Chairman shall be elected from the Executive Committee.
  - c) *The Secretary :*  
The Secretary shall be elected from the General Body.
  - d) *The Joint Secretary:*  
The Joint Secretary shall be elected from the Executive Committee
  - e) *Treasurer :*  
The Treasurer shall be elected from the General Body
  - f) *Auditor*  
The Auditor shall be elected from the General Body. They shall discharge their function in honorary capacity only

**XIX. The powers and functions of the Chairman :**

- a. The Chairman shall preside over all meeting of the General Body of the KVSWS
- b. All assets of the KVSWS shall be held in the name of the Chairman
- c. The bank accounts of the KVSWS shall be operated jointly by the Chairman or Secretary and the Treasurer
- d. The Chairman shall give directions to other office bearers regarding the activities to be undertaken by the KVSWS

- e. The Chairman is empowered to exercise the casting vote in the event of a tie in any decisions asking process relating to the KVSWS Society
- f. The Chairman shall represent the KVSWS either jointly with Secretary and other office bearers or severally as may be decided by the Executive Committee.
- g. Any proceedings for and against the KVSWS shall be attended by the Chairman either jointly with Secretary and other office bearers or severally as may be decided by the Executive Committee

**XX. Vice Chairman:**

- a. The Vice Chairman shall be elected by the Executive Committee in its first meeting from its members.
- b. The Vice Chairman shall in the absence of the Chairman, exercise all the powers of the Chairman
- c. The tenure of the Vice Chairman shall be the term of the Executive Committee unless he or she is removed by the Executive Committee by a majority vote for misconduct or acting against the interests of the KVSWS

**XXI. Secretary :**

- a. The Secretary shall be elected by the General Body in its first meeting from among its members.
- b. The Secretary shall be the Chief Executive Officer of the KVSWS
- c. The tenure of the Secretary shall be the term of the Executive Committee from the date of assuming office unless otherwise he or she is removed from office by the Executive Committee by a majority vote for proved misconduct or acting against the objectives of the KVSWS.

**XXII. Functions of the Secretary :**

The Secretary shall have the powers:

- a. To hold the custody of all the documents of the KVSWS and to maintain all required registers and records;
- b. To manage the day to day affairs of the KVSWS in accordance with the directions of the Chairman and resolutions of the Executive Committee, the decision of the Executive Committee and report the progress to the Committee;
- c. To summon the meetings of the Executive Committee and the General Body on such date and time as may be fixed by the Chairman and the Executive Committee respectively;
- d. To operate the bank accounts of the KVSWS jointly with the Chairman
- e. To represent the KVSWS jointly with other office bearers or severally according to the decision of the Executive Committee;
- f. To attend to all legal proceedings for and against the KVSWS jointly with other office bearers or severally;
- g. To attend to all correspondence relating to the KVSWS;
- h. Transact the cash of the KVSWS with the approval of the Chairman.

**XXIII. Joint Secretary :**

- a. The Joint Secretary shall be elected by the Executive Committee in its first meeting from its members
- b. The Joint Secretary shall
  - i. assist the Secretary in the discharge of the work
  - ii. exercise all powers as may be authorized by the Secretary
- c. The tenure of the Joint Secretary shall be the term of the Executive Committee from the date of assuming charge unless otherwise he is removed from office by the Executive Committee

(K R AJITKUMAR)

(SUJITH KUMAR)

(K.VIJAYAKUMAR MENON)

**XXIV. Registration :**

- a. The Bye-law duly signed by at least seven persons shall be presented before the Registering Authority and if he or she is satisfied that the same is in order, a Registration Certificate to that effect will be granted.
- b. The Registering Authority may, cancel the registration of the KVSWS which is found functioning in contravention of the provisions of the law after giving an opportunity to present its case.

**XXV. Records to be maintained by the KVSWS:**

The KVSWS shall maintain the following records.

- a. Byelaw of the KVSWS and Registration certificate
- b. Minutes Book
- c. Admission Register
- d. Receipt Books
- e. Vouchers
- f. Stock Register of properties of the KVSWS
- g. Register of receipts and expenditure
- h. Pass Books and Cheque Books
- i. Notice Book
- j. Correspondence files
- k. Other registers, if any, related to the KVSWS



**XXVI. Funds :**

- a. The funds of the KVSWS shall comprise of membership fee, contributions, grants/donations from institutions organizations and individuals and amounts made available from the Government or any Institution or Authority set up by it.
- b. All the funds of the KVSWS shall be kept and operated jointly by the Chairman or Secretary and Treasurer through account opened in a Nationalized/ scheduled/ Co-operative Bank.
- c. The funds and Income of the KVSWS shall be solely utilized for the achievement of the objections of the KVSWS and no portions shall be utilized for payment to its members by way of profit, interest, dividends etc.

**XXVII. Investment clause**

The funds of the KVSWS shall be invested in the modes specified under the provisions of the section 13 (1)(d) read with section 11 (5) of the income tax Act 1961 as connected from time to time.

**XXVIII. Income derived out of Trust Fund**

The income from the Trust Fund shall be used solely towards the promotion of the aims and objects of the trust and no portion thereof shall be paid or transferred directly or indirectly among the members of the Board or any other person specified under section 13 (3) read with section 13(1) (c) of the Income Tax Act, 1961 by way of profit, dividend, interest, etc.

**XXIX. The Society is irrevocable**

In case of death or retirement or resignation or termination of any one of the members, the other member may opt the vacancy so caused.

(K R AJITKUMAR)

(SUJITH KUMAR)

(K.VIJAYAKUMAR MENON)

**XXX. Annual Performance Report :**

An Annual Performance Report specifying the activities undertaken and achievements made during the each academic year shall be approved by the Executive Committee on or before the first day of the following December

**XXXI. Amendments :**

Amendments in Memorandum of Association, Rules and Regulations and Bye Laws.

1. Whenever it shall appear to the Executive Committee that it is advisable to alter, extend or abridge the memorandum of Association, Bye laws or Rules and Regulations to such purposes as are mentioned, the Executive Committee may submit a proposal to the Governing Body with a written request, and may convene a special meeting for the consideration rate of according to the Rules and Regulations.
2. Any amendment to the Memorandum of Association or to the Byelaws shall be carried out in accordance with the procedure laid down under the Travancore Cochin Literary, scientific, and Charitable Societies Act 1955 with 3/4th majority of the Governing Body in this behalf of the prior approval of the Commissioner of Income Tax.
3. Rules and Regulations of KVSWS may altered / amended if found necessary by a Resolution passed by a Majority of the Governing Body members as any meeting which shall have been duly covered for the purpose. The modified Rules and Regulations will be deemed to have come into force in accordance with the provisions contained in the Travancore Cochin Literary, Scientific and Charitable Societies Registration Act 1955.
4. Any alteration or amendments to the Bye-law shall be placed before the General Body on recommendations of the Executive Committee and if the same is passed, with 3/4<sup>th</sup> majority of members present and voting authorized by them in this behalf of the prior approval of the commissioner of the Income Tax.

(K R AJITKUMAR)

(SUJITH KUMAR)

(K.VIJAYAKUMAR MENON)

**XXXII. Winding up or Dissolution :**

Upon dissolution of KVSWS, there shall main after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed among the members of KVSWS, but it shall be lawful for the members present to determine by the majority of the votes of the members present personally at the time of dissolution of KVSWS, that such property shall be given to the State of Kerala or to another society with similar objects and also enjoying registration under Section 12(a) of the Income Tax Act 1961 as may be decided by the Governing Body. In case KVSWS is dissolved, the assets and liabilities KVSWS shall vest with the Registered Society with similar society or to the Government.

The provisions of Travancore – Cochin Literary Scientific and Charitable Society Registration Act, 1955 will be applicable for the KVSWS.

## DECLARATION

We, the undersigned members of the KVSWS do hereby declare that we will strive to our level best for achieving the cherished goals of the KVSWS by fully abiding to the bye-laws stated above and that this is the correct copy of the bye-law duly certified.

Dated this 16<sup>th</sup> day of the Month of July Two thousand sixteen of Thrissur.

Sl.No.	Name	Profession	Address	Signature
1	SHRI. S SURESH	Dy. AG, O/o AG, Thrissur	Ellaiamman Colony, 2 <sup>nd</sup> Cross Street, Teynempet, Gopalapuram, Chennai, Tamil - Nadu-680 086	
2	SHRI. K.VIJAYAKUMAR MENON	Senior Accountant	XIII/53, "Manakkal", 'Koduveli' house Near Shankarapuram temple, Mulakunnathukavu post Thrissur – 680 581.	
3	SHRI K R AJITKUMAR	Assistant Accounts Officer	'PRANAVAM' Geethanjali Appt., Flat No.4, Karikkath Lane, Thrissur-680 001.	
4	SHRI. SURESH BABU P K	Advocate	Nandanam Apartments, 'C' Block, 2 <sup>nd</sup> Floor, Ayyanthole P O, Thrissur – 680 003.	
5	SHRI. SUJITH KUMAR	Tax Assistant	Thindiyath House, Nedupuzha P O, Thrissur – 680007	
6	SHRI. P A GOVINDAN	Civil Police Officer	Bhagya Bhavan, Viyyoor Police Quarters, R V Puram PO, Thrissur.	
7	SHRI. SANTHOSH KUMAR	Clerk	Pallikkadavath House P.O. Chettupuzha Thrissur-680 012	

(K R AJITKUMAR)

(SUJITH KUMAR)

(K.VIJAYAKUMAR MENON)