

Sanatan Dharma Education Board

[Registered under the Societies Registration Act XXI of 1860]

सनातन धर्म शिक्षा समिति (बोर्ड)

RULES & REGULATIONS
(CONSTITUTION)

1991

CHANDIGARH

Constitution of the Sanatan Dharma Education Board

[Under the auspices of the Sanatan Dharma Pratinidhi Sabha Punjab,
Paharganj, New Delhi]

(Registered under the Societies Registration Act XXI of 1860)

1. Name

The name of the Board is the Sanatan Dharam Education Board. The Registered Office of the Board shall, for the present, be located at Chandigarh but may be shifted to any other place to be decided by its General Council.

II Aims and Objects

The objects for which this Board is established are :

(a) To establish maintain, supervise and control in the Punjab, Haryana, Himachal Pradesh, Chandigarh, Delhi and elsewhere, Institutions such as Colleges, Schools, Boarding Houses, Asharams etc., with the following purposes :—

- (i) To encourage and enforce the study of Hindi.
- (ii) To encourage and enforce the study of Sanskrit.
- (iii) To encourage the theory and practice of Ayurveda, Jyotish and Karma Kand.
- (iv) To provide instruction in (1) English and other Modern languages, etc. (2) Arts and (3) Science, both theoretical and applied, including Medicine, Engineering, etc.
- (b) To provide means for imparting technical, industrial, commercial and vocational education.
- (c) To provide means and facilities for imparting sound moral and religious education based on Sanatanist Scriptures and traditions.

- (d) To affiliate institutions having objects similar to those mentioned in (a), (b) and (c) above.
- (e) To provide financial or other similar aid to Educational Institutions maintained by or affiliated to the Board.
- (f) To frame Model Rules, Regulations and bye-laws for the guidance of the Institutions maintained by or affiliated to the Board.
- (g) To Institute scholarships and stipends; and to provide financial and other similar aid to the students and members of the teaching and administrative staff of the Board and of the Institutions maintained by or affiliated to it, for purposes of undertaking research and higher studies.
- (h) To protect and promote the interest of S.D. Institutions maintained by or affiliated to the Board, in various Universities, Central State Educational Boards, U.G C. Government Education Department or non-Government bodies.

III. Definitions

Under the following Rules and Regulations, unless otherwise clearly stated, the following words will have meanings noted against each :—

The “Board” will mean the Sanatan Dharma Education Board.

“Property” will mean any movable or immovable property belonging to the Board or to any of the Institutions maintained by it, at any time

“Office-bearers” will mean the office-bearers of the Board, i.e., its Prerident, Working President, Senior Vice-President, Vice-Presidents, General Secretary, Secretaries and Finance Secretary, at any time.

“Auditors” will mean a person or firm appointed by the Board from time to time, to audit its accounts or those of any other Educational Institution maintained by it.

“General Council” will mean the entire membership of the Board, consisting of its Life Members, Ordinary Members, Ex-officio Members and Associate Members.

“Educational Institutions” will mean the Schools, Colleges, Asharams, Boarding Houses, Pathshalas, Training and Production Centres and Research Institutes etc. maintained by or affiliated to the Board.

"Rules and Regulations" will mean any Rules, Regulations and Bye-laws framed by the Board from time to time to Regulate elections/co-options to the various bodies of the board for the supervision, direction and control of the institutions maintained by it, and dealing with matters like those of Appointments, Service conditions, Scale of pay, D.A. and T.A., Provident Fund and Gratuity, House Rent and other Allowances, Loans and Insurance, etc. of the Educational Institutions maintained by it.

IV. Membership :

The General Council of the Board will consist of members not less than 21 years of age, and belonging to the following categories :

(a) Life Members :

A person who has donated a sum of Rs. 5,000/- or more, to the Boards funds of permanent nature, in one lump sum and is a Sanatanist by faith, shall be its Life Member; provided that when this fund has been donated by a firm, one of its representatives, if Sanatanist by faith, will be eligible for membership under this category.

(b) Ordinary Members :

A person who has donated/collected a sum of Rs. 1,000/- for the Board's funds of a permanent nature in one lump sum; and is a Sanatanist by faith, shall be its Ordinary Member, provided he continues to pay a subscription of Rs. 25/- per year as his annual Membership Fee.

(c) Ex-Officio Members :

The following shall constitute the ex-officio Members of the Board :

- (i) The President, the Working President, the Senior Vice President, the General Secretary and the Finance Secretary of the Sanatan Dharma Pratinidhi Sabha Paharganj, New Delhi.
- (ii) The President, the General Secretary and the Finance Secretary of the Sanatan Dharma Mahabir Dal.
- (iii) The Presidents and the General Secretaries or Managers of the Managing Committees of all the Educational Institutions maintained by or affiliated to the Board.

- (iv) The Principals of all the S.D. Colleges and Principals or Heads of all the High and Higher Secondary Schools and Sanskrit Colleges maintained by or affiliated to the Board.

(d) Associate Members :

Persons who are co-opted by the Executive Committee of the Board by virtue of their educational qualifications, position in society or exceptional devotion to its aims and objects; and are likely to prove particularly useful to any of its Institutions, provided that their number shall not at any time exceed 1/10th of the total membership of the Board: Such membership is subject to the approval of the General House.

V. Patrons :

Persons who have donated Rs. 25,000/- or more to the Board shall be designated as Patrons of the Board.

VI. Subscriptions for membership :

Every Ordinary Member of the Sanatan Dharma Education Board shall pay a minimum of Rs. 25/- as his annual subscription.

VII. No such member of the Board shall be entitled to vote at its meetings unless he has paid his annual subscription at the rate specified in Regulation VI for the year preceding the date of meeting or since the date of his membership, whatever is earlier; and his name is shown in the Register of Ordinary Members prepared by the year.

VIII. Every Educational Institution maintained by or affiliated to the Board shall make an annual donation/subscription to the Board's funds of a permanent nature, calculated on the following scale :

(i) Boys and Co-educational Colleges :	Rs. 500/-
(ii) Girls Colleges	Rs. 250/-
(iii) High and Higher Secondary Schools for boys	Rs. 150/-
(iv) High and Higher Secondary Schools for Girls	Rs. 100/-
(v) Middle Schools	Rs. 100/-
(vi) Sanskrit Institutions	Rs. 100/-

IX No ex-officio member/members from an institution maintained by or affiliated to the Board shall be entitled to vote at its meetings unless the institution represented by him/them has paid its annual donation subscription at the rate specified under Regulation VIII for the year preceding the date of the meeting or since the date of its membership whichever is earlier, and his/their name/names is/are shown in the Register of Ex-officio Members prepared for the year.

X. A Member of the Board shall cease to be such in the following cases :—

(a) Death.

(b) If he resigns, from the date of acceptance of the resignation by the Board.

(c) If he continues to be absent from six consecutive meetings of the Board for reasons which are considered inadequate by the 2/3rd majority of the remaining members of the Board.

(d) If a majority of not less than 4/5th of the members of the Board are unanimous that his continuance as a Member of its General Council is detrimental to the true interests of the Board.

XI. Subject to the control of the Sanatan Dharma Education Board and all such Rules, Bye-laws and Regulations as have been passed or may from time to time be passed by the said Board, the affairs of the Board shall be conducted, and the institutions under its control shall be managed by the Executive Committee of the Board.

General Council :

Ordinary Meeting :

XII. An Ordinary Meeting of the General Council shall be held once a year.

XIII. All other Meetings of the General Council shall be called its Special Meetings.

XIV. The Board shall in its Ordinary Meeting:

(a) consider the Report/Reports of the General Secretary of the Board and of the Managing Committee of various institutions maintained by or affiliated to it.

(b) consider and examine the Balance Sheet and the Consolidated Budget of the Board.

(c) consider report regarding any measures taken by the Board during the year to encourage and promote the aims and objects of the Board.

(d) examine and consider the proposals submitted to the Board by its Executive Committee.

(e) appoint by election from among its members, a President, working President, three Vice-Presidents one of whom shall be a senior Vice-President, a General Secretary, three Secretaries, one Finance Secretary, one Office Secretary and an Executive Committee of not more than 51 members for the ensuing 3 years in a manner provided hereinafter under Regulations XXII.

(f) appoint Auditor or Auditors for the ensuing year.

XV. 1/4th of the members of the General Council shall constitute its quorum for an Ordinary/Special meeting.

XVI. Whenever there is no quorum within an hour after the time notified for an Ordinary/Special meeting, it shall be adjourned to some time (not later than the 14th subsequent day) and place to be fixed by the members present, of which at least 3 days' notice shall be given to the remaining members. Such an adjourned meeting shall not require any specific quorum.

XVII. The General Secretary, with the previous consent of the President or working President or in their absence one of the Vice-Presidents, may whenever he thinks fit and shall upon a requisition within a statement of object, made in writing to that effect and signed by not less than 1/4th of the members of the Board, convene a Special Meeting. Such a special requisition, with the statement of object shall be delivered either personally to the Secretary or sent to him by registered post.

XVIII. Any member of the Board desiring to bring forward any business at an Ordinary Meeting, must give not less than 15 days notice thereof to the General Secretary, who may enter the same in the notices convening the meeting.

XIX. Every member of the Board shall have one vote only; but the Chairman

shall have a casting vote in case of equality of votes.

XX: Notes of the proceedings of the General Meeting shall be recorded by the General Secretary or in his absence by one of the Secretaries; and in the absence of them all, by any other member of the Board, who may be asked by the Chairman of the Board to do so; and this record shall be signed both by the writer of the proceedings and the Chairman of the Meeting

XXI The General Secretary, or in his absence one of the Secretaries, as directed by the President, shall arrange to forward copies of any resolution passed by any meeting of the Board to the Sub-Committees, functionaries or the individuals concerned, as the case may be.

XXII Executive Committee :

Composition :

The Executive Committee of the Board shall consist of not more than 51 members as per details given below :

(1) Eleven office-bearers of the Board.

(2) Three representatives of the Sanatan Dharma Pratinidhi Sabha, Punjab (President, One of the General Secretaries and Finance Secretary).

(3) Two representatives of the Sanatan Dharma Mahabir Dal of Punjab, Haryana & Himachal Pradesh (President and one of the General Secretaries).

(4) One-third of the total of life members, provided that the maximum shall not exceed five.

(5) Upto three representatives of the Ordinary Members provided that if the total strength of Ordinary Members is less than five, they shall elect only one representative and if it is more than five but less than ten, two representatives only

(6) Two representatives of the Educational Institutions established and maintained by the Sanatan Dharma Pratinidhi Sabha, Punjab.

(7) Three representatives of the Educational Institutions affiliated to the Sanatan Dharma Pratinidhi Sabha, Punjab or the Sabhas affiliated thereto.

- (8) Upto five representatives of the Educational Institutions not affiliated to the Sanatan Dharma Pratinidhi Sabha, Punjab, but affiliated to the Board.
- (9) One to three persons co-opted by the Executive Committee of the Board from among the Associate Members as per Regulations.
- (10) The Executive Committee can add members provided that the total number does not exceed 51.

XXIII. Functions of the Executive Committee :

The Executive Committee of the General Council shall :

- (1) take appropriate steps for the implementation of the aims and objects of the Board.
- (2) constitute and appoint Sub-Committees for the efficient discharge of its various functions.
- (3) manage and control the institutions established and maintained by the Board.
- (4) arrange for co-ordination and interaction with the institutions affiliated to the Board.
- (5) manage the movable or immovable property of the institutions directly under the control of the Board, with powers to invest the funds of the Board in any or all of the following purposes :
 - (a) Land and immovable property ;
 - (b) Fixed and Time Deposits of the Scheduled Bank ;
 - (c) Government Promissory Notes, etc; and
 - (d) Government Securities.
- (6) get the accounts of the Board and its directly managed institutions audited by a duly appointed Auditor, and submit the same before the Executive Committee.
- (7) appoint if necessary a whole-time Auditor, for conducting an internal auditing of the various institutions established and controlled by the Board,

- (8) purchase, sell or engage in any other transaction considered necessary in respect of the movable or immovable property of the institutions established and directly controlled by the Board
- (9) appoint, confirm, promote, transfer, suspend, dismiss and accept resignations of the staff of the Board and of the institutions under its direct control.
- (10) effect inter-institutional transfers in the services of the employees-both teachers and the other staff in the institutions maintained by and affiliated to the Board ; provided that no such transfers shall be made unless agreed to by the Managing Committees of the institutions concerned.
- (11) accept, reject or return for reconsideration, the resignation of any of the office-bearers or members of the Board.
- (12) collect funds and sanction expenditure on purposes relevant to the aims and objects of the Board.
- (13) Draw up an annual Report and Balance Sheet and frame the Annual Budget for consideration of the General Council.
- (14) Co-opt members to the Executive in case of vacancies occurring during its tenure.
- (15) To take disciplinary action against any of its members/office bearer for acting against the interest of the Board.

XXIV. Tenure :

The Executive Committee of the General Council shall continue for a period of three years or till the next elections are held whichever may be the latter. The member retiring shall be eligible for re-election.

XXV. Rights and Duties of the Office-Bearers :

President :

The duties of the Board shall be :

- (a) To preside over the meetings of its General Council as well as those of its Executive Committee, and to confirm the minutes and proceedings.

- (b) To conduct the proceedings of these meetings, and for that purpose to call any unruly member to order ; and even to suspend him in case he persists in his conduct and continues to obstruct its proceedings.
- (c) To supervise the general working of the Board.
- (d) To keep an eye over its financial transactions.
- (e) To countersign all papers involving financial investments, if and when desired under the bye laws

Working President :

Shall assist the President and in his absence shall perform all the duties of the President.

Vice President :

One of the Vice-Presidents shall preside in the absence of the President or Working President and shall ipso facto exercise the rights and duties of the latter.

General Secretary :

The General Secretary of the Board shall :—

- (a) Maintain all records of the minutes and proceedings of the Board and its Executive Committee.
- (b) Convene meetings of the Board and its Executive Committee.
- (c) Prepare agenda for these meetings.
- (d) Make necessary arrangements for the holding of the meetings.
- (e) Conduct all correspondence on behalf of the Board, and the Executive Committee.
- (f) Authorize all necessary expenditure subject to its sanction by the Executive Committee.
- (g) Pass bills for payment.
- (h) Prepare reports and Balance Sheets for the Annual General Meeting and send a copy thereof to the S. D. Pratinidhi Sabha, Punjab for inclusion into its consolidated statement.

- (i) Supervise, direct and control the affairs of the institutions maintained by the Board, in accordance with the Rules, Regulations and Bye-laws framed by it from time to time.
- (j) The General Secretary may delegate any or all of these powers to one or more of the Secretaries of the Board or to the Head of any institution maintained by the Board, in accordance with the Rules and Regulations framed by it from time to time.

Secretaries :

The Secretaries shall help the General Secretary in the discharge of his duties and responsibilities, and particularly so within the areas of their domicile.

Finance Secretary :

The Finance Secretary shall keep and maintain all records of the accounts, financial transactions, investments and funds. He will make payments of all those bills as are passed by the President or General Secretary, as approved by the Executive Committee as per Rules,

XXVI. Meetings ;

The Executive Committee shall ordinarily meet once a quarter either at the headquarters of the Board or at any other place which may be determined by the General Secretary in consultation with the President. Agenda for these meetings shall be circulated to its members by the General Secretary at least a week in advance of the date fixed for their holding.

XXVII An emergent meeting of the Executive Committee may be called by the General Secretary with the previous approval of the President or by the President at a notice of only 3 days ; but a meeting for taking disciplinary action against any of the member/s of the Executive or against any of its office-bearers shall require a notice of clear 10 days given in writing.

XXVIII The General Secretary shall upon a requisition with a statement of object made in writing to that effect and signed by not less than 15 members of the Executive, convene a special meeting of the Executive Committee. Such a special requisition with the statement of object shall be delivered either personally to the General Secretary or sent to him under registered post.

Should the General Secretary fail to convene such a Special Meeting within 15 days of the receipt of such a requisition, the said members may after a notice of 2 weeks given in writing to him, convene a meeting of the Executive Committee under their own signatures. The notice for such meeting shall be served to all the members by registered post. The expenses thus incurred by way of posting will be re-imbursed by the board.

XXIX. Decisions at the meetings of the Executive Committee shall be arrived at by a majority vote, however for disciplinary action/cases shall be by 2/3 of its members present and voting. The person presiding having a casting vote in case of a tie. The Chairman presiding over the meeting may, however, if he thinks necessary, postpone the taking of decision to the next meeting of the Committee, which shall have to be held on a specified date and time at a specified place. A notice regarding the date, time and place of such a postponed meeting shall be issued to all the members of the Executive Committee.

XXX. 1/3rd of the Members shall constitute quorum at the ordinary meetings of the Executive Committee but a meeting held for purposes of taking a disciplinary action against any member shall have to be attended by a minimum of 2/3rd of its members.

XXXI. Vacancies :

A member of the Executive Committee shall cease to be such in the following cases ;

- (1) Death.
- (2) If he resigns, from the date of acceptance of his resignation by the Executive.
- (3) If he continues to be absent from six consecutive meetings of the Executive Committee for reasons which are considered inadequate of the remaining members.
- (4) If a disciplinary action has been taken against a member at a meeting of the Executive Committee.
- (5) If he is convicted for any moral turpitude by any court of law.

- (6) If he is certified an insane by a competent court of law.

Vacancies so caused shall be filled up by the Executive Committee of the Board.

XXXII. Managing Committees :

The Management of various institutions maintained by or affiliated to the Board shall vest with the Managing Committees thereof, comprised in the manner provided by their respective Constitutions.

XXXIII. The President and the General Secretary of the Board shall be the ex-officio members of these Parent Bodies.

XXXIV. The power of appointment, dismissal and acceptance of the resignation of the paid or honorary establishments of all the Institutions maintained by the Board shall rest with their respective Managing Committees which may delegate their powers wholly or partially to their Sub-Committees or in the case of the menial staff even to the Head of any Institution.

XXXV. Orders passed under Rule XXXIV by a Sub-Committee or the Head of any Institution shall be subject to the right of appeal to the Managing Committee thereof,

XXXVI. Copies of the proceedings of Managing Committee meeting be sent to the office of the Board for record,

XXXVII. Every Managing Committee of an institution maintained by the Board shall prepare and submit to its Executive a copy of the Annual Budget for the ensuing year, which the General Secretary will incorporate in the Budget and lay it before the Ordinary Meeting of the Executive.

XXXVIII. Amendments of Rules etc. :

The Board shall have power to revise or amend the above clauses of Rules and Regulations, (Constitution.)

XXXIX. Framing of Rules:

The Board shall frame its own rules and regulations to achieve the aims and objectives of the Board and to implement the various clauses of the constitution in word and spirit.

XL. Miscellaneous:

- (1) The S. D. Pratinidhi Sabha, Punjab, Paharganj, New Delhi, under whose auspices this Board shall be functioning; is entitled to incorporate this Constitution in its own Constitution.
 - (2) If ever the Board ceases to function all its property, assets and liabilities will vest in the S. D. Pratinidhi Sabha, Punjab.
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