

THE INDIAN SCHOOL, BAHRAIN

CONSTITUTION

1.1 Name The name of the institution shall be "THE INDIAN SCHOOL, BAHRAIN" (herein after called the "School").

1.2 Objectives To provide Educational facilities in accordance with the syllabus of the Central Board of Secondary Education (CBSE), New Delhi, mainly for Indian Children in Bahrain. Children of other nationalities shall be admitted at the discretion of the Executive Committee.

All students shall be admitted provided they meet the requirements of the admission rules and regulations laid down by the School. The objectives of the School are exclusively Educational and no profit shall be made from the operation or from the property of the School. However, all efforts shall be made to maintain the School in good fiscal health at all times.

1.3 Emblem A lamp with a flame and rays placed in front of a wheel (chakra) both resting on an open book, showing a Sankrit verse 'TAMASO MA JYOTIRGAMAYA' (which is translated into English as 'Lead me from darkness to light') written on it.

1.4 Adherence to The School shall provide Educational Facilities subject to Regulations: provision laid down by Amiri Decree No. 14 of 1995 and the relevant provisions of the affiliation bye-laws of the CBSE, 1992 and any modifications thereto from time to time. Both the Amiri Decree as well as the CBSE affiliation bye-laws shall form an integral part of this Constitution. In case of conflict, the Amiri Decree shall prevail.

1.5 Affiliation The School shall continue to be affiliated to the CBSE unless decided otherwise by the General Body upon the recommendation of the Executive Committee.

1.6 Patron The Executive Committee shall have the right to nominate a Patron for the School. The function of the Patron shall be honorary aimed at providing support for the School and promoting the ethos of the School.

1.7 General Body There shall be a General Body, the membership of which is open to all parents whose child(ren) is/are studying in the School and who have paid their annual compulsory membership subscription of BD5/-. The existing life members of the School would continue as ordinary members of the General Body and would have no right to become office bearers of the Executive Committee.

2.0 General Body Meeting:

- a) The General body Meeting shall be held in every calendar year in the month of October;
 - (i) to lay before the members a copy of the audited financial statements of the preceding financial year for discussion and approval;
 - (ii) to discuss and approve the reports and proposals of the Executive Committee;
 - (iii) to elect the members of the Executive Committee whenever necessary and
 - (iv) Any other agenda as per the discretion of the Executive Committee
- b) Prior to calling the General Body Meeting a written notice of 21 days shall be given to members.
- c) The accidental omission to give notice of any such meetings, or its non-receipt by any member shall not invalidate the proceedings at meetings;
- d) Quorum for the General Body Meeting shall be 25% of the total subscribing members on roll. No other category of members shall take part in the General Body Meeting.
- e) In the absence of the quorum, the Chairman may adjourn the meeting for 30 minutes. No quorum shall be required for an adjourned meeting.

- f) Resolutions, proposals and amendments shall be submitted duly proposed and seconded to the Secretary at least 10 days before the General Body Meeting. Copies of these resolutions and amendments shall be sent to the members by the Secretary 5 (five) days before the General Body Meeting.
- g) The resolutions in the General Body Meeting shall be passed by the absolute majority of votes of the members present. However, for resolutions to be voted, they shall be passed by a two-thirds majority of the votes of the members present with respect to an amendment to the constitution and no confidence motion against Executive Committee and/ or its member(s).
- h) All votings including the election to the Executive Committee shall be carried out by secret ballot. The counting of the votes of the General Body shall be done by the assigned staff of the School, where as votes for the Executive Committee elections shall be by the assigned school Staff in presence of the representatives of the contestants.
- i) The Election to the Executive Committee shall be according to bye-laws.

3.0 Extra-Ordinary General Body Meeting:

- a) In the event of an emergency or for any special purpose, the Executive Committee shall call an Extra-Ordinary Meeting of the General Body.

- b) An Extra-Ordinary General Body Meeting may also be called on a written application signed by not less than one fifth of the members of the General Body and addressed to the Secretary. The application shall state the object of the meeting and shall not discuss anything else. The said meeting shall be called within 21 days after the receipt of the requisition. A quorum for any Extra-Ordinary General Body Meeting shall be 25% of the total number of members on the roll.
- c) A notice in writing of the intention to hold an Extra-Ordinary General Body Meeting and purpose of the same shall be sent to members not less than seven days prior to the date of such meeting.
- d) In the absence of quorum, the Chairman may adjourn the meeting for 30 minutes. No quorum shall be required for the adjourned meeting.

4.0 Amendments:

Amendments to this constitution may be moved by the Executive Committee, the General Body or an Extra-Ordinary General Body and may be passed by majority of two-thirds of the members present at the General or Extra-Ordinary General Body Meeting. A copy of the draft amendments and the relevant extracts of the original Constitution shall be mailed to the members not less than 10 days in advance along with the notice for the General Body Meeting/ Extra-Ordinary General Body Meeting. All amendments to the Constitution must have the final approval of the Ministry of Education.

5.0 Executive Committee:

shall consist of 13 members- seven elected by the General Body, one member to be elected by the staff of the School, from among themselves and three other members shall be nominated by the Minister of Education. The nominated members shall be prominent and respected members of the Indian Community in the Kingdom of Bahrain.

The Principal of the School shall be an ex-officio member of the Executive Committee. The Ministry of Education shall appoint a member of staff to be an Observer on the Executive Committee.

Membership of the Executive Committee shall be honorary and voluntary and will be open only to those

- Who have at least one child studying at the School at the time of the election
- Candidate for membership of the Executive Committee should be resident in Bahrain for at least two years
- Candidate should be a graduate of an Indian or a recognized foreign University with a minimum of a Bachelor's Degree.

The Ministry of Education may in specific individual case waive these conditions for reasons recoded in writing.

- The outgoing Executive Committee may elect a member from among themselves for the continuity and efficient functioning of the School.
- No member of the Executive Committee shall be eligible for re-election for more than two terms including the present and the past, if any, during the entire span of his/her membership in the school with or without a break in between.
- Seven members shall form a quorum for the Executive Committee meetings
- The term of the Executive Committee shall be three years
- The interpretation of the constitution shall require the approval of a two-thirds majority, while all other decision shall require only a simple majority.
- All members of the Executive Committee except the ex-officio member and the observer shall have the right to vote
- Any member who acts against the interest of the school shall be liable for disciplinary action decided by the Executive Committee.

~~The vacancies of elected members, as and when they arise, shall be filled by co-opting the contestants securing the next higher number of votes.~~ Vacancies of nominated members, as and when they arise, shall be filled by fresh nominations by the Ministry of Education.

The Executive Committee shall meet at least once in two months. Special meetings may be convened at the request of any five members. Seven members shall form the quorum

If any member of the Executive Committee, whilst in Bahrain absents himself/herself consecutively for 3(three) meetings without any valid reason, he/she shall cease to be its member.

The Executive Committee shall have the power to formulate, amend or repeal the bye-laws of the School from time to time provided these changes do not contravene the provisions laid down in this Constitution.

5.1 The Chairman:

The Chairman shall preside over the meetings of the Executive Committee and the General Body.

5.2 The Vice Chairman:

The Vice Chairman shall assist the Chairman in his duties. In the absence of the Chairman, the vice Chairman shall act as the Chairman.

5.3 The Secretary:

The Secretary shall assist the Chairman in the functioning of the Executive Committee. His main duties shall be -

- a) to call Executive Committee meetings and maintained true records of such meetings and
- b) Sign cheques jointly with the Principal

5.4 Financial Powers:

The Principal of the School shall have the power to sanction expenditure up to a limit of BD 200/- for a single transaction. The Hon. Secretary jointly with the Chairman shall authorize any expenditure of up to BD 1000/- on a single transaction. The Executive Committee shall approve expenditure for all transactions involving an expenditure in excess of BD1000/-, any expenditure of BD 10000/- and above on a single transaction shall be incurred only after getting the approval of the General Body.

5.5 The Assistant Secretary:

He shall share the responsibilities of the Secretary and shall assist the later in the discharge of his duties. In the absence of the Secretary temporarily, the Assistant Secretary shall automatically assume the functions and power of the Secretary.

5.6 The Principal:

The Principal, who will be a paid employee, shall be the Head of the Institution and shall be an ex-officio member of the Executive Committee. He shall have the final authority to administer the school in its day to day functioning in accordance with regulations and policies framed by the Executive Committee. He shall function as its administrator and Educational Head. He shall attend all meetings of the Executive Committee but shall not have the right to vote. He shall maintain an inventory of all the assets of the school and place financial statements before the Executive Committee every two months containing details of transactions of the preceding two months. He shall jointly sign all cheques with Secretary or in his absence, the Chairman. He shall also have the authority to incur the monthly recurring expenditure. He shall look after all correspondence relating to institutional and educational matters. He shall ensure that all collections of dues to the school or realised and deposited immediately in the bank. He shall be responsible for obtaining the audited accounts and for the submission of balance sheets to the Executive Committee. In the absence of the Principal, the acting Principal shall perform his duties.

5.7 Members: Members shall act in an advisory capacity and shall perform such duties as are assigned to them by the Executive Committee.

5.8 Sub-Committee:

The Executive Committee may establish such Sub-Committees from amongst its members as it deems necessary for the discharge of specified functions.

These Sub-Committees may include the following :

- a) Staff and Students Affairs: headed by the Chairman
- b) Finance : Headed by a member (Finance)
- c) Projects and Maintenance: Headed by one of the members who must be a qualified engineer
- d) Academic affairs: Headed by a member connected with educational matters

6.0 Bank Accounts:

The Executive Committee shall open bank accounts in the name of The Indian School and such accounts shall be operated on the joint signatures of Secretary and Principal. The Chairman may co-sign cheques with the Principal in the absence of the Secretary.

6.1 Borrowing All borrowings on behalf of The Indian School shall be authorized Powers: by the General Body. The Executive Committee shall have the authority to create a charge on the School's assets as Security for borrowings for the School and generally settle the terms and conditions therefore.

- 6.2 Auditor:
- a) The accounts of the School shall be audited by a qualified internal auditor appointed by the managing Committee on a full/part time basis. The auditor shall submit a report every two months through the Principal on the accounts so audited to coincide with the Executive Committee meetings.
 - b) The Executive Committee shall appoint an external professional auditing firm to audit annually the accounts of the School as on 31st of March. This annual audit report and statement of accounts presented to the Executive Committee shall be displayed on the School Notice Board at least 15 days before the General Body Meeting.

6.3 Financial Year: The financial year of the School shall be from 1st April to 31st March.

6.4 Annual Report: The Principal shall submit a report on the previous academic year to the Executive Committee covering, but not limited to the following aspects:

1. Academics
2. Extra curricular and co-curricular activities

3. Financial status 4. staff matters and

5. General interest.

6.5 Annual Budget:

The Principal shall help Member(Finance) in submission of an annual budget of the School at the beginning of each financial year. Affective cheques on expenditure in accordance with the budget estimates shall be monitored by the Executive Committee on the advice of Member(Finance).

7.0 Winding up:

In the event of any extra-ordinary circumstances obstructing the functioning of the School, decision for the winding up of the School shall be taken by the Executive Committee, in consultation with Ministry of Education. The assets of the School shall be applied in satisfaction of all liabilities of the School.

The decision of Executive Committee shall be placed before the General Body, where the opinion of a two-thirds majority of total members on the roll shall prevail. In such event, the donation of the assets etc., of the School to an educational institution shall be made by the Executive Committee in consultation with the Minister of Education.

In case of dispute arising from the interpretation of any part of this institution, the decision of the Ministry of Education shall be final and binding.