

NATIONAL PROGRESSIVE SCHOOLS' CONFERENCE SOCIETY
RULES AND REGULATIONS

1. Members

Any recognized School in India (Day, Day boarding, boarding, co-educational) may become a member of the Society, provided it applies to the Hony. Secretary and is found, after enquiry, to satisfy the following conditions:-

- i) The school has an effective Governing body, registered under the Societies Registration Act or functioning under Govt. which is the final authority in matters relating to the administration of the school and the meetings of which Principal/Head of School has the right to attend.
- ii) The school is financially sound.
- iii) The school funds are duly audited by a competent authority and used only for the development and welfare of the school.
- iv) The school provides salaries to the regular staff at par with Central/State Government.
- v) The school is housed in an adequate building or buildings, possesses proper equipment and provides facilities for co-curricular activities.
- vi) The school provides courses of study upto Senior Secondary classes.
- vii) The school gives adequate attention to and provides equipment for games and co-curricular activities.
- viii) The school provides facilities for experimentation and vocation in various fields of education.
- ix) The school is in existence for a minimum period of 10 years and has sent atleast 3 batches for Senior Secondary School Examination.

2. Observers

The society may at its discretion invite as observers/special invitees the following types of persons to attend its meetings:-

- (a) The Heads of such schools as have applied for membership.
- (b) Individuals who can contribute to the discussion of items on the agenda or on subjects of general interest though they need not necessarily be associated with any particular school or organization.

3. Procedure for Enrolment for Membership

- (a) Screening Committee for initial Screening of requests for membership:
The Executive Committee will form a screening committee headed by Chairman and two members of Executive Committee for approval by the General Body. This committee will have one term of two years.
- (b) The Head of School will apply to the Honorary Secretary in the prescribed form available from the office of Hony. Secretary the Society between April 1 and June 30.
- (c) Screening Committee will screen the application for membership received on prescribed form and will recommend to the executive committee schools fulfilling the essential requirements.
- (d) The Secretary in consultation with the Chairman will constitute a two members committee to visit the applicant's school. The members of this committee shall not be associated with the applicant school in any manner.

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- (e) Report of the Committee visiting the school will be submitted to the Secretary, who will place the report to the Executive Committee for consideration. The recommendations of the Executive Committee will be placed before the General Body of the Society. The Society, if satisfied as to the suitability of the school for membership will approve the membership. In case membership is not approved because of some deficiencies which can be rectified by the applicant school, Society may give one year time to the school and then re-inspect it.

4. Contributions and obligations (i.e. Sources of Income)

- (a) A member school will pay an entrance fee of Rs 10000/- and every member of society will pay annual membership fee of Rs 5000/- (subject to amendment).
- (b) The first annual subscription will be payable within one month of the receipt of notice of membership. Every annual subscription shall be payable on or before 31 March each year. Prior to the payment of the First annual subscription, no member will be entitled to representation on the Society.
- (c) Any member, whose subscription remain unpaid for one year after receipt of notice of membership or whose annual subscription in subsequent years remains unpaid for 2 years, may be disqualified from membership.
- (d) Every member school may be called upon to submit detailed information about its organization and working as required from time to time by the Society and to provide facilities of the office of the Society for visiting their schools, if and when necessary.

5. Disqualification

The membership of a member school which violates the conditions of membership laid down in Rule 1 or does not attend any meeting of the Society for continuous period of one year from 1 April to 31 March (excluding the annual conference) may be withdrawn by the Society provided that, prior to doing so, the school concerned shall be given reasonable length of time to remove the disability for which its membership is being withdrawn.

6. Re-admission

The Society shall have the power to re-admit any ex-member school who has ceased to be a member under Rule No.6.

7. The society shall consist of Heads/Principal of all member schools.

8. Hony Members:

- (a) A member Principal who has worked for full term as Chairperson either on retirement or on demitting the office of the principal of the member school at the age of 60 or above will become Hony Member of NPSC.

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- (b) Life Members:
An Hony. Member after serving two years as Honorary member at the age of 65 may be considered for life membership, subject to approval by the Executive Committee, NPSC.
9. Management
- (a) The General body of Society will elect a Chairperson, two Vice-Chairpersons, two Secretaries, three Joint Secretaries, Treasures and twenty one members of the Executive Committee.
Secretary will send the list of elected members to registrar of the Societies within ten days of the election.
- (b) The business of the Society shall be conducted by an executive committee consisting of (A) Chairperson (B) Two Vice- Chairpersons (C) Two Secretaries (D) Three Joint Secretaries (E) Treasurer (F) Fifteen Members nominated by the office bearers. The fifteen members will include previous Chairpersons who are in service (G) Life members & Hony. members will be the members of the Executive Committee in addition to the above.
Chairman & Secretary may appoint part time paid office Assistant who shall assist the Hony. Secretary and the Chairman in their day-to-day work of NPSC.
10. Office Bearer
- (i) The age of Superannuation of an employee is 60 years. In case of a National or State Awardee, the three/five years extension can be considered by the Managing Committee of the School.
In view of above, the age of nominee on 1st August of the year of election should be less than 58 years and the nominee shall have two years of service left in the member school before superannuation. For a nominee above 58 years of age, but below 60 years as on 1 August of the year of election, a certificate from the school to the effect of having minimum two years of service left in the member school will be required to be attached with the nomination form.
- (a) The Chairman shall hold office only once for a term of two years and will be elected from Delhi NCR
- (b) In the absence of Chairman at any meeting, the Vice-Chairman shall preside. If the Vice-Chairman is also absent, members shall elect some one from among themselves to preside.
- (c) The Chairman shall direct all transaction of the Society and shall preside at all meetings of the Society and of the Executive Committee.
- (d) The Chairman shall be an ex-officio member of all committees and in consultation with the Executive Committee, he will have the right to nominate a member of the Society to represent the Society at any board of committee appointed by the Govt. of India or any other organization.
- (e) The Chairman, in consultation with the Members of the Executive Committee will have the right to appoint a team of educationists/school administrators to visit member schools.

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- (f) The Chairman, in the event of sudden vacancy caused due to the death or resignation of the Honorary Secy. will direct the Joint Secretary, to take the charge of the office, property, assets obligations of the society.
- (ii) Two Vice Chairpersons
The Vice-Chairperson (One) – to be elected from Delhi
The Vice-Chairperson (Two) – to be elected from NCR The Vice Chairperson (One) shall preside the meetings in the absence of the Chairperson and shall perform all such duties as may be assigned to him by the Chairperson. Vice-Chairpersons will hold office only once for a term of two years.
- (iii) Two – Secretaries
One elected from Delhi and other from NCR
The Honorary Secretaries will:
- (a) Hold office only once for a period of two years.
(b) will be incharge of office establishment and not as custodian of all records and property of the society.
(c) Represent the Society in all legal matters.
(d) Convene meetings of the Society and of the Executive Committee whenever necessary with the previous approval of the Chairman.
(e) bring to the notice of the Executive Committee and the Society all cases of members not fulfilling he conditions and take such action against them as is advised by the Executive Committee or the Society.
(f) record the minutes of the various meetings and the Executive Committee.
(g) Keep a roll of all members, associate members and observers and collect returns from the member schools and publish them periodically as and when required by the Society.
(h) Perform such other duties as may be necessary for the proper and efficient working of the Society.
- (iv) Two Joint Secretaries –
(a) Will hold office only once for a term of two years
(b) Will assist the Secretary in discharge of his duties.
- (v) Joint Secretary – IT:
The Joint Secretary will
(i) hold office only once for a term of two years.
(ii) be the Incharge of NPSC website and other IT requirements.
- (vi) Treasurer
(a) Treasurer will be elected from Delhi
(b) Collect all money and dues payable to the Society, report on all financial matters,
(c) prepare annual statement of accounts and place it before the annual meeting.
prepare tentative budget proposals and submit them at the annual meeting of the Society for the approval of the members.
(d) Perform such other duties as may be assigned to him by the Chairman/Secretary
(e) Will hold office only once for a term of two years.
(f) Treasurer will ensure that all statutory requirements of taxation and other financial matters are fulfilled as per law.

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The position of two Vice Chairs, two Secretaries and two Joint Secretaries shall be open for elections, but if eligible candidates are not found to fill any of the vacant positions, the respective post(s) shall remain vacant until a suitable candidate is identified in subsequent elections.

11. Executive Committee (i.e. Governing Body)

- (a) The members of the Executive Committee will be elected from amongst the members of the Society.
- (b) The members of the Executive Committee shall hold office for a period of two years. They will be eligible for re-election.
- (c) All the affairs of the Society shall be conducted by the Executive Committee and it shall be its duty to see that general provisions of the constitution and regulations and bye laws of the Society are complied with by all its members.
- (d) It shall have general charges of the funds of the Society. It shall sanction and control expenditure where necessary and shall generally supervise the finance of the Society.
- (e) The Executive Committee will meet as and when required by the Chairman in order to dispose of business of the Society.
- (f) It will have powers to arrive at decisions on routine matters by circulation of letters among the members of the Executive Committee, after the approval of the Chairman has been obtained for doing so.
- (g) The time and place for each meeting shall be fixed by the Hony. Secretary in consultation with the Chairman.
- (h) The Executive Committee meetings could also be convened by the Hony. Secretary within one month of the receipt of a requisition of such a meeting from atleast one fourth of the total membership.
- (i) The Executive Committee will have the power to fill in casual vacancies of its office bearers whenever these vacancies arise.
- (j) The office of the Executive Committee and the society will be located at the school of which the Hony. Secretary is the Head.

12. Powers and duties of the Society

The Society shall have the following powers:

- (a) To hold periodical meetings to attain its objective as stated in Rule No. 3 of the Memorandum.
- (b) To elect every two years an Executive Committee and such other Committee and delegates as it may think necessary for the fulfillment of its aims and objects.
- (c) To maintain and publish all regulations and by laws in connection therewith.
- (d) To consider and deal with all applications for membership.
- (e) To delegate any of its powers to its appointed sub-committees.
- (f) To enlist by co-option for any special purpose the services of any person who is neither an office bearer nor the representative of a member school.
- (g) To elect members, Hony Member, Life Member, and invite observers.
- (h) To appoint auditors:

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- (i) To alter, abridge or extend the objects set out in the Memorandum of Association to amalgamate with any other Society, subject to the provisions of Societies Regulation Act, 1860.
- (j) To alter, abridge or extend the rules and regulations of the Society.

13. Meeting of the Society

- (a) Meeting of the Society will be held atleast once a year at such time and place as may be decided by the Chairman, but normally they shall be held at one of the member schools.
Annual General meeting of the Society
- (b) will be held every year;
 - i) to consider the annual report of the Secretary
 - ii) to pass the annual audited A/cs of the Society
 - iii) To approve the appointment of statutory auditor for the next year
 - iv) To hold periodical meetings to attain its objectives as stated in rule No.3 of the Memorandum.
- c) An extra-ordinary meeting will be convened by the Hony. Secretary in consultation with the Chairman whenever thought fit or when the Executive Committee makes such a demand.
- (d) At least ten days notice shall be given to the members for attending such meetings.

14. Quorum

The quorum for a meeting of the Society will be one-fourth of its total membership. The quorum for a meeting of the Executive Committee will be one third of its total membership.

15. Financial year & Accounts

The Society shall maintain accounts and books for the purpose of recording transactions by it and close them every year on 31st March.

16. Audit of Accounts

The audit of accounts of the Society shall be conducted by a Chartered Accountant appointed by the Society.

17. Operation of Bank Account

The Society shall open a bank account with any nationalized/scheduled bank which shall be operated jointly by

- (a) Treasurer
- (b) Chairman/Secretary

18. General

- (a) No business, other than formal adjournment, will be transacted at any meeting unless the quorum is complete. No quorum will be necessary for an adjourned meeting.
- (b) In the case of equality of votes the Chairman shall have a casting vote.

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19. The income and property of the Society shall be applied solely towards the promotion of the aims & objectives of the Society and no portion shall be paid directly or indirectly or transferred by way of dividends or bonus to its members, provided that nothing herein shall prevent the payment in good faith under contract to any officer or other person who is a member of the Society for any service actually rendered or goods supplied.
20. If upon winding up or dissolution of all its liabilities, any property or assets whatsoever, the same shall be given to some other organisation having similar objects, to be determined by the vote of not less than three fifths of the members personally present or by proxy at the time of the meeting.
21. The Society may sue or be sued in the name of the Chairman and/or the Secretary of the Society.

22. Amendment of Purposes

Whenever it shall appear to the Executive Committee of the Society that it is advisable to alter, extend or abridge its purposes for other purposes within the meaning of the Societies Registration Act or to amalgamate the Society either wholly or partially with any other Society, the Executive Committee shall submit the proposition to the members of the society in a written report and shall convene a special meeting for the consideration thereof according to the regulations of the Society.

But no such proposition shall be carried into effect unless report has been delivered or sent by post to every member of the Society 10 days previous to the special meeting convened by the Executive Committee for the consideration thereof, nor unless such proposition shall have been agreed to by the vote of the 3/5 of the members delivered in person or by proxy and confirmed by the vote of the 3/5 of the members present at a second special meeting convened by the Executive Committee at an interval of one month after the first meeting.

23. Provision for Dissolution of Society and Adjustment of affairs:

- (a) The Society shall not be dissolved unless three fifths of the members shall have expressed a wish to such dissolution by their votes delivered in person or by proxy at a general meeting convened for the purpose.
- (b) The disposal and settlement of the property of the Society, its claims and liabilities shall be made according to the rules of the said Society or as the Executive shall find expedient, provided that in the event of any dispute arising among the said Executive Members or the Members of the said Society, the adjustment of its affairs shall be referred to the Principal court of original civil jurisdiction of the district in which the Chief Building of the Society is situated and the court shall make such orders in the matter as it shall deem proper.

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24. Once in every year list of the office – bearers and members of the Society as required under section 4 of the Societies Registration Act, 1860 shall be sent to Registrar of Societies.

25. Legal proceedings (Section 6 of the Act):

The Society may be sued in the name of President/Secretary as per provision laid down under section 6 of the Societies Registration Act, 1860 as applicable to Union Territory of Delhi.

26. Amendment/alteration, extension or abridgement of 'Purposes' aims and objection or change of name, section 12 and 12A of the Societies Registration Act. The amendment shall be made under this section.

27. Application of the Act

All the provisions under all the sections of the Societies Registration Act, 1860 as applicable to the U.T. of Delhi shall apply to this Society.

28. Essential Certificate:

“Certified that this the correct copy of the rules and regulations of the society”.

CHAIRMAN

SECRETARY