

Shri. Shivaji Vidya Prasarak Sanstha,  
DHULE (West Khandesh)

Previous name  
Maratha Vidya Prasarak Sanstha, Dhule  
(West Khandesh)



## **Constitution and Rules**

Year of Establishment - 1908

# **Shri Shivaji Vidya Prasarak Sanstha, DHULE.(West Khandesh)**

Previous name

Maratha Vidhya Prasarak Sanstha, Dhule.

## **Constitution and Rules**

**Year of Establishment - 1908**

The Sanstha was registered under the registration of Societies Act No. 21 of 1860.

Regd.No.655 Date 18 May 1933.

And Similarly it was registered under the

Bombay Public Trust Act No.29 of 1950.

Regd. No. F15, dated 29 July 1953.

In 1937, the Sanstha made certain amendments in the constitution as per Resolution No.5, passed by the General Body on 07/02/1937, In Order to ensure smooth functioning of the internal management and to assist the same, the Managing Committee adopted the Life Workers Schemes on 18/01/1954, which was further revised and brought into force on 20/08/1954. The same Scheme was approved by the general Body on 22/08/1954. This scheme consists of the amendments recommended by the Managing Committee Resolution. No.2 of 8/12/1955 which were approved and sanctioned by the General Body Resolution no. 2 on 25/12/1955.

1. **Name of the Sanstha :** Shri Shivaji Vidya Prasark Sanstha DHULE.
2. **Head Office :** Head Office of the Sanstha will be at DHULE.

3. **Objectives of the Sanstha:**

a) To facilitate imparting of Primary, Secondary, Higher and Vocational education to students belonging to all castes and religions.

b) To start Boarding as per requirement for boys and girls of all communities providing lodging and boarding facilities as well as providing concession for accommodation and food expenses to poor and needy students.

c) To provide every possible assistance to poor and needy students in the form of freeship, free books, fee exemption etc. as per financial position of the Sanstha.

d) As far as possible to start and manage a number of schools and educational institutions.

e) To achieve above objectives acceptance of contribution and donation from public to raise a permanent fund.

4. **The Sanstha will consist of the following persons:**

- i) Patrons
- ii) Life Members
- iii) General Members

i) **Patrons**

a) **Category I Patrons:** Persons offering donation of or over Rs. 700 to the Sanstha will be Category I Patrons.

b) **Category II Patrons:** Persons giving donation of or Rs. 500/- to the Sanstha will be Category II patrons.

The General Body will select 5 members from the above two Category of Patrons as the members of Managing Committee irrespective of their caste and creed.

c) **Category III Patrons:** Persons giving donation of or over Rs.250 to the Sanstha.

ii) **Life Members:** Persons giving donation of or over Rs. 100 to the Sanstha, will be the Life Members of the Sanstha.

**iii) General Members:**

Category I- Persons giving Rs.10/- annually will be Category I general members for that year.

Category II - persons giving Rs. 6/- will be Category II general members for that year.

Category III:- Persons giving Rs.3/- will be Category III general members for that year.

5. **The Financial year:** The Financial year of the Sanstha will be from 1st April to 31st March.

6. **Right of membership:** Persons desirous of above various categories of members will be entitled the right of membership only when they pay their respective donations.

In respect of general membership the members who have paid their contribution for the last two years before election or who pay their contribution of Rs.20 at one stroke before election will only be treated as members.

7. **Rights of Members:**

i) Right to vote for General Body meeting of the Sanstha.

ii) To work as office-bearers as and when elected or nominated by the Sanstha.

iii) To visit various branches run by the Sanstha.

**NOTE:** As per the rules of the All India Maratha Education Conference to which this Sanstha is affiliated, the Patrons, Life Members and General Members belonging to the Maratha Community are only eligible for contesting elections of the Executive Council.

In this context, the amendment made to the original rule 4(1) by the General Body Resolution No.5 dated 07/02/1937 and Resolution.

No.2 dated 25/12/1955 in respect of the first and second Category Patrons is treated as an exception.

8. **Office - bearers :** The General Body of the Sanstha will select the following office - bearers for Managing Committee every five years from amongst official members of the Sanstha.

- 1) President
- 2) Two Vice - Presidents
- 3) Two Hon'ble secretaries
- 4) Treasurer
- 5) One or more than one Auditors.
- 6) 25 Managing Committee members out of which 5 will be life workers and 15 will be general members.

In all, there will be 31 members on Managing Committee including office-bearers. Out of total number of Managing Committee members, 1/3 will be residents of the Dhule Municipal area.

President, Secretary and Treasurer will be ex-officio members of the Managing Committee and will be residents of the Dhule branch.

#### **Life Workers' Scheme**

1) a. Persons who have decided to dedicate themselves to the Sanstha throughout their lives and who are past students of the Sanstha having completed graduation and training and who have completed their service in the sanstha satisfactorily can be selected as the Sanstha's life workers on recommendation of the Management Council.

b. The Management Council may consider persons serving in the Sanstha satisfactorily for last five years and who are on permanent teaching staff of the Sanstha to work as Life Worker'

c) The number of Life Workers will be determined by the Executive Council by taking into consideration requirement and scope of functioning of the Sanstha.

d) Since the Life Workers have dedicated themselves to the Sanstha, collection of funds and donations for the Sanstha will be their prime responsibility.

2) The Sanstha will consist of three bodies namely -  
Working committee, Executive Board and Council of management.  
The council of management will consist of only life workers

**Executive Board** - In the executive board there will be nine members out of which three life workers (Principal, Headmaster and Co-opted workers) and remaining six will be president of working committee, honorary secretary, treasurer and 3 general members.

**Working Committee** - In Working Committee there will be 31 members out of which 5 will be Life Workers. Similarly 5 members will be taken from Category I and Category II patrons and 15 general members.

The Executive Board should elect its chairman.

3) **Council of Management** - The Council of Management will look after the internal management of all the branches run by the Sanstha. It consists of i) Head Master ii) Principal iii) Two Life Workers and iv) One from permanent teaching staff.

a) This council may increase the number of members as per requirement and scope, but the number should not exceed nine.

b) This council will work for three years term and after three years it will be renewed.

c) The above council may recommend Life Workers to head various branches of the Sanstha by taking into consideration their seniority of service.

Such selected heads should have served as superintendent of boarding houses at least for three years. For each 'Head' the term of tenure will be three years. This tenure of three years may be extended, if the next selected Life Worker is unwilling to accept this post. In this case the concerned Life Worker will lose his chance for promotion.

d) The Council of Management will look after difficulties, problems or grievances if any of the teaching staff and find a suitable solution to the same.

e) Since the Management Council looks after the internal management of all branches, it has the right to make recommendation for appointment of the staff. Without this council's recommendation the executive board will not appoint any one.

f) The Council of Management reserves the right to suspend the persons who commit breach of discipline order and indulge in any unfair activity which may bring dishonour to the Sanstha.

4) This council will recommend names of responsible and sincere teachers to work as superintendents. It will be compulsory for every permanent teacher (life worker) for at least three years.

a) Recommendations for freeship or other concessional facilities will be made to the Executive Board by this council.

5) Facilities :-

a) Since the Life Workers have dedicated themselves to the Sanstha, the Sanstha will insure L.I.C. policies of Rs. 3000 for twenty years and of Rs. 1000 for the teachers who have worked for more than five years consisting twenty years profit. Such policies will be in the name of the Sanstha and on maturity or in event of death of concerned teacher payable amount will be paid to the legal nominee of the teacher. If the policy holder leaves the job in between or is unable to discharge his duties on account of disability, the right to pay the amount to the concerned teachers lies with the Executive Board.

b) The Sanstha will allot plots to the Life Workers, of reasonable area at reasonable price out of the Sanstha's own land situated near the railway station.

9) **Term of office of office bearers :**

For president, vice president, secretary, treasures, auditor and managing committee members the term of office will be of five years and will be in force till the next body comes into being.

10) **The General Meetings:**

The general meetings of General Body and Managing Committee

will be held in April or May as decided by the Managing Committee. The Managing Committee will meet at least once in three months. The membership stands to be cancelled if the members continuously remain absent for three meetings without prior permission. This rule is not applicable to members who belong to first and second Category patrons.

**11. Head of the Managing Committee :**

President of the Sanstha and the Vice-president in absence of President will be the head of Managing Committee. In absence of both, the present members will elect temporary "Head" Under no condition secretary should become head of the Managing Committee.

**12. Quorum for General Body Meeting :**

The quorum for General Body meeting should be 1/3 or 25 (whichever is less) of total number of general members of the Sanstha on the day of calling the meeting however, this number is not necessary for the meeting called after adjournment. For this meeting at least 7 members must be present.

**13. Quorum for Managing Committee meeting :-**

The quorum for this meeting is of only seven Members of Committee out of which five should be general members. For the meeting called owing to lack of quorum five members are required to remain present out of which three should be general members.

**14. Quorum for meetings of other committees :**

For quorum of meetings of any committee or subcommittee is more than 50% members should remain present.

**15. Proceeding book of meetings :**

Working and minutes of all types of meetings such as general body meeting, managing committee meeting or any other meetings of various committees and sub-committees formed by the Sanstha will be duly registered in the proceeding book. At the end of the proceeding the president or the chairman of the meeting will sign the proceeding and the same will be read out and given sanction at the next meeting.

**16. Notice of meeting :**

With permission of chairman, secretary has to give notice of General Body's meeting at least 15 days in advance and notice of Management Committee's meeting should be given at least 5 days in advance. Emergency meeting of General Body will have to be informed at least 7 days in advance and Management Committee's emergency meeting should be informed at least 3 days in advance.

As per suggestion of the chairman on issues of urgent nature, the decision will be taken by issuing circulars among local members and it will be presented in meeting of Management Committee as information.

**17. Notice for emergency meetings :**

In case of need for emergency meeting of general body, president or in his absence vice-president will call emergency meeting through secretary by giving seven days prior notice.

**18. Voting :**

Every member will have right of vote at the time of meeting of general body, management committee, independent committee or sub-committee. President or chairman will have right to give deciding vote. If they do not use that, the issue will be postponed on basis of equal votes. It will be discussed in next meeting.

**19. Decision of General Body or any committee :**

Decision of general body, management committee, any independent committee or subcommittee on any issue will be taken by majority except issues which are special.

**20. Demand for special meeting :**

a) For the meeting of management committee, three members for its any issue.

and

b) For General Body 20 members or  $\frac{1}{4}$  of its official strength on the day of making such demand (whichever is less) can make a demand to the secretary for calling special meeting through written application. The secretary will call such meetings with permission of the president.

**21. Complain :**

The Sanstha may lodge the complaint in the name of president or the complaint can be lodged against Sanstha in the name of president.

**22. Property right :**

On behalf of General Body, the movable and immovable property will be in the name of President and Secretary.

**23. Provision for "Appeal":**

Those who want to make appeal against the decision of any sub-committee can do it within 15 days to the committee which has appointed that sub-committee. Under rule number 27(B) one can make appeal to General Body within 30 days against the decision of Managing Committee on any issue.

**24. Submission of an appeal :**

One can submit application for an appeal to any secretary of the Sanstha and secretary by permission of chairman will give that application to the related committee for discussion in next meeting.

**25. Advisory committee :**

Managing Committee will appoint three members to give advice to the workers, superintendent and others about Sanstha internal management.

**26. Rights of General Body :**

General Body will have the following rights

a) i) General body has the rights to improve and update the rules of the Sanstha, to make corrections or addition and revision of new rules. Meeting of General Body should be called for this specific purpose and 2/3 members from total present members should give permission to above things.

ii) To sanction expenditure of the Sanstha

iii) To sanction the annual report of Sanstha.

iv) In, the interest of the Sanstha, with permission of 2/3 members out of present members it may take remedial measures against any member.

- b) **General Body** will look into the following matters :
  - i) To **discuss** and sanction the annual budget.
  - ii) To **provide** necessary funds for internal management of all branches run by the sanstha.
  - iii) To **take** remedial measures for the issues which are necessary and appropriate for improvement of institution.
  - iv) To **declare** the annual report and statement of Sanstha.
  - v) To **give** opinion or decision on any issue sent by Managing Committee.

27. **Right and Duties of Managing Committee :**

With **permission** of General Body, Managing committee will have the following rights.

- a) i) To **make** rules for the protection, maintenance and disposal of Property of the **Sanstha**.
- ii) To **make** rules for accounting and documents of institute and decide essential proforma.
- iii) To **make** rules for the sub-committee or any committee which works for employees, their leaves, remuneration of leaves and promotions.
- b) **Management Committee** will have the following rights
  - i) To **give** member-ship of Santha
  - ii) To **look** after branches related to Sanstha
  - iii) To **make** implementation of the objectives of Sanstha and make remedial Acts for protection and improvement of Sanstha.
  - iv) To **sanction** salary, promotion, allowance and leave of absence of the employees of **Sanstha**.
  - v) To **appoint** four (Co-opted) members on management committee. But these members **should** be selected with permission of at least 2/3 members from total **present** members. These four members (Co-opted) will not have more rights **than** working on the executive council as members.
  - vi) To **prepare** by-laws for the Sanstha.
  - vii) To **delegate** powers to president, secretary or individual members.
- c) **Management Committee** will under- take following things :
  - i) To **mobilize** funds for the Santha.
  - ii) To **present** budget of Sanstha and annual report before General body for Sanction.
  - iii) To **look** after all the related branches.

iv) To work as a representative of the Santha through correspondence with government, public institutes or private institutes.

v) To maintain accounts of Sanstha and legally invest money in shares and bonds.

vi) To make temporary arrangement for the work of any worker for the absentee suspended or dismissed employee.

vii) To spend not more than 50 Rs. on things which are not mentioned in budget.

d) Management Committee will have the right to provide fees, scholarships, books etc according to economical position of Sanstha.

e) Management Committee can send any suspensions issue for the opinion of decision of General body.

f) Executive Board's Duties and rights :-

i) Executive Board will appoint teachers and staff for Maratha Boarding, girls hostel, highschool and training college as per recommendation of council of management. But this recommendation will not be binding on it and if more appointments than the permission of budget are there, the expenditure incurred owing to extra appointments will be sanctioned only after prior permission of the management council.

ii) As per recommendation of council of management, Executive Board will take disciplinary actions against the employees who commit breach of trust, discipline and order. But the person who has been penalized can make appeal to managing committee.

iii) Executive Board should have at least one meeting in a month.

iv) At least five members should be present for executive board meeting. For the meeting held owing to lack of quorum at least five members should be present.

v) Executive board's proceedings must be written in the proceeding book of Santha and it should be read for information in the meeting of management committee.

vi) If management committee does not agree with the decision taken by executive board, management committee can send it with proper and essential suggestion to executive board for further consideration and management committee's decision will be final in this matter.

vii) Executive Board can not spend more money than the budget, sanctioned by managing committee without permission of the same.

viii) a) president of Sanstha will call the first meeting of Executive Board and subsequent meetings will be called by chairman of Executive Board.

b) Notice of meeting should be given at least 3 days in advance. Notice

of postponed meetings should be put on notice board and if possible conveyed to members.

ix) Secretaries of executive board will be one from head masters of highschools, principals of training colleges and general members.

x) On the body of Executive Board apart from 9 members of executive board one member from Dhule municipal School board and one from West Khandesh District School board can be taken as Co-Opt. members.

xi) Executive Board has the right to grant leaves apart from casual leaves of workers of all branches of Sanstha. Casual leaves should be granted by the Heads of respective branches. But casual leaves of heads of any branch will be granted by the chairman of Executive Board.

xii) Admission and freship facilities will be given to the students (boys and girls) in the hostel of Sanstha by Executive Board, similarly the Executive Board may punish the errant students.

xiii) Office of Executive Board will be in the head office of Sanstha. There will be no other office. All the documents will be in the office of Sanstha only. Orders for appointments, orders for transfers, promotions etc. will be issued from Head Office of the Sanstha only.

## 28. Right and Duties of Superintendents :

Superintendent will work under direct control of president of Management Committee. If management Committee appoints an advisory board to guide the Superintendents they will look after the following matters as per the instructions and consent of advisory Board and Managing Committee.

i) Superintendent will have to look after internal issues of Sanstha under the guidance of chairman of Managing Committee.

ii) To present annual working report of institute to Managing Committee.

iii) To Submit any issue for the opinion and decision of Managing Committee.

iv) To make rules for Sanstha's internal administration and management of the units under their control and forward the same for sanction of the Managing Committee.

President  
Shri Shivaji Vidya Prasark Sanstha, Dhule.